MEMORANDUM

To: Doug Dykstra  
Chancellor, Windward Community College

From: Christian Palmer  
Acting Chair, Sustainability Curriculum Committee

ACTION REQUESTED
It is requested that the Charter for the Sustainability Curriculum Council be implemented.

ADDITIONAL COST
No additional cost to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE AND IMPLEMENTATION PLAN
April 30th, 2016

PURPOSE
The Sustainability Curriculum Committee Charter will establish the purpose and responsibilities of the Committee. The primary responsibility of the Sustainability Curriculum Committee would be develop and subsequently apply a model for the implementation of s-designation courses, defining terms, policies, procedures for approval, and assessment of these courses.

BACKGROUND
To be implemented April 30th, 2016

CONSISTENCY WITH OTHER POLICIES
This proposal is in line with the development of a recent system wide sustainability policy that recommends that UH campuses should, “(1) Continue to integrate sustainability into existing curriculum. (2) Continue to develop appropriate, well-articulated new courses and programs that articulate across campuses. (3) Track, integrate, assess and provide professional development for sustainability curriculum” (UH Executive Policy 4.202, System Wide Sustainability).

ACTION RECOMMENDED
It is recommended that the Chancellor authorize the Charter for the Windward Community College Sustainability Curriculum Committee.
Christian Palmer, Sustainability Curriculum Committee Chair, Windward Community College

Lance Uyeda, Curriculum Committee Chair, Windward Community College

Floyd McCoy, Faculty Senate Chair, Windward Community College

Charles Sasaki, Dean of Academic Affairs, Division II, Windward Community College

Linka Mulligan, Dean of Academic Affairs, Division I, Windward Community College

Ardis Eschenberg, Vice Chancellor of Academic Affairs, Windward Community College

Doug Dykstra, Chancellor, Windward Community College

Approve/Disapprove
Charter for the
Windward Community College
Sustainability Curriculum Committee

1. Name:
Windward Community College Sustainability Curriculum Committee (herein after referred to as the SCC)

2. Relevant System and College Policies
This proposal is in line with the development of a recent system wide sustainability policy that recommends that UH campuses should, “(1) Continue to integrate sustainability into existing curriculum. (2) Continue to develop appropriate, well-articulated new courses and programs that articulate across campuses. (3) Track, integrate, assess and provide professional development for sustainability curriculum” (UH Executive Policy 4.202, System Wide Sustainability). The System Wide Sustainability Policy 4.202 calls for the creation of “a Sustainability Curriculum Council that provides support and advice to the campuses regarding: scholarly, scientific, and community-engaged research projects in sustainability; integrating sustainability into existing courses across the curriculum; developing new sustainability courses, programs, certificates and degrees; and supporting and assisting current BAS degree programs to evolve, excel and flourish.”

3. Sanctioning Authority
The SCC is established under the Faculty Senate.

4. Oversight
The chair, selected by a simple majority vote from the members of the committee, ensures compliance with the charter.

5. Purpose
The primary responsibility of the SCC is to encourage, support, and train faculty in increasing the focus on teaching students about sustainability across the curriculum at Windward Community College. These responsibilities include:
1. Creating and periodically reviewing and revising an efficient and transparent process for creating and assessing s-designated courses,
2. Encouraging, training, and recruiting faculty to propose and teach these courses,
3. Developing other initiatives to increase instruction in sustainability at Windward Community College.
6. Membership
The committee includes a volunteer representative from each of the academic departments (Humanities, Language Arts, Mathematics and Business, Natural Sciences, Social Sciences) and the Office of Academic Support, Office of Students Affairs, and the Office of Career and Continuing Education with a chair selected from among the members by a simple majority vote. Because membership is voluntary, some departments may select not to be represented. The Chair shall serve for two years with the possibility of renewal by a vote. The committee consists of maximum of up to eight voting members with a simple majority of active members needed for quorum.

Members shall serve for one academic year or as determined by their respective departments with no term limits. A term of service begins on July 1st and concludes on June 30th of the following year.

7. Leadership
The chair will be selected by a simple majority vote and will serve in the position for two years with no term limits.

Duties of the Chair
- Represent the Committee to the Faculty Senate
- Preside over meetings including scheduling, preparing agendas, and otherwise facilitating SCC business.
- Assign duties and tasks to other committee members as appropriate.
- Prepare an annual summary of the activities of the committee.

8. Compensation
There is no compensation for serving on the SCC.

9. Meetings
Meetings will be monthly or bi-monthly as needed and on dates determined by the actual committee. Meetings will follow Robert’s Rules of Order. The Chair will collect agenda items to create the agenda and ensure the completion of the identified tasks and responsibilities. Committee members will assist as necessary in the implementation and dissemination of Committee decisions. Meetings are open to all members of the college community. Those submitting proposals for s-designated courses are strongly encouraged to attend the meeting where their proposal will be discussed or to discuss the proposal with the representative on the committee.

10. Procedures for creating, approving and assessing s-designated courses
These are the steps to creating a s-designation course. The approval is for a specific course taught by a specific instructor. Approval is good for five years after which a course should be assessed sometime during the fifth year to re-certify the course and ensure that the course is still meeting the S-designation Hallmarks. If a new course is being developed, it may be submitted simultaneously to both the Curriculum Committee and the Sustainability Curriculum Committee, but the Committee will wait for a Curriculum decision by Faculty Senate before acting.

1. Fill out the s-designation Application Form and submit it to the Sustainability Curriculum Committee at least one week before the next meeting to give committee members time to look over the application material.

2. The course proposer is then strongly encouraged to attend the next Sustainability Curriculum meeting where the proposal will be discussed and voted on by all present. If the course needs revisions, the proposer can make the necessary changes and resubmit the proposal for the next meeting.

3. Once approved by the Sustainability Curriculum Committee the course will be forwarded to the Faculty Senate which will then vote to approve the s-designation.

4. Once approved by all relevant parties, the course may be taught the next semester with the s-designation.

11. Definitions and Hallmarks for S-Designation Courses

Sustainability (S) designated courses are designed to teach students about sustainability across a variety of academic disciplines. They are part of a growing system wide effort to teach students ecological literacy and make the University of Hawaii system a leader in sustainability. These courses are not a graduation requirement, but the designation can steer students towards courses that address issues of sustainability. Sustainability designated courses encourage students to learn about the social, cultural, economic, political, scientific, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline to thinking about the health of the planet and local communities. Sustainability designated courses may be either s-focused or s-related.

- **S-focused**- these courses focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens.
- **S-related**- these courses include some assignments and course content that addresses issues of sustainability.

Courses being submitted for s-designation should meet the following hallmarks.

- A significant component of readings, assignments, and other course materials address environmental topics.
The course teaches students to think critically and examine environmental challenges and debates on an international, national, and local level.

- Students learn the underlying causes of environmental challenges and explore ways to address these challenges.

12. Documentation
Agendas will be distributed prior to meeting by the Chair to the Committee Members. Meeting minutes will be posted to the WCC website as well as all other relevant documents.

13. Modifications to the Charter
The Charter will be periodically reviewed and can be amended by a 2/3 vote of the committee with Faculty Senate and Chancellor approval.

14. Assessment of the Group
The group will ensure that an anonymous comment box is available on the group's web page. This comment box is intended to provide an additional avenue for input for faculty, students, and staff regarding curriculum matters. The committee will also participate in college-wide assessments of chartered groups and other forms of Assessment.

15. Dissolution of the Group
The committee can be dissolved by Faculty Senate majority vote.