

TO: Tyson Marsh, GFO Vice Chair (convener); Kari Lerum, CCASC Chair; Lakshmana Kumar Krishna Moorthy (Business), Casey Mann (STEM), David Goldstein (IAS), Antony Smith (SES); Wisam Berry (IAS Assistant Dir for Curriculum), Marisa DuBois (SES Dir of Academic Services), Jamie Shirley (SNHS)

FROM: Cinnamon Hillyard, Associate Vice Chancellor and Dean for Student Success; and Linda Watts, GFO Chair

COPY: Sharon Jones, VCAA; Dawn Moncalieri, GFO Program Coordinator

RE: Charge for Summer Initiative on Streamlining Flow for UWB Curricular Review Process

DATE: 06/04/2025

Thank you for joining the Initiative to revisit UWB's review and routing processes for curriculum items (new or revised), which will begin its compensated work this summer on July 20th and continue on August 19th. Beyond the timepoints and terms indicated within this charge letter, the group may determine how best to conduct and culminate its activities. July 20th and August 19th will be on campus. Any remaining work will be done through remote collaboration.

As you know, the journey from conceptualization to ratification of curricular proposals/modifications can be lengthy, labor-intensive, and (at times) labyrinthian. On that basis, we seek your insights in further developing your previous recommendations regarding potential refinements or improvements of the curricular process that might increase clarity and flow for all involved. Having completed a thorough and thoughtful examination of the UWB curricular review process (including associated routing and timeline) in your initial convening, the intent of the Summer 2026 convening will be to transform our learning and recommendations into an actionable and thoughtful proposal to present to the , we ask you to generate a report that balances UWB's deeply held value for a fully deliberative process, with the shared imperative for a nimble change process capable of addressing student needs and programmatic demands in a timely manner.

To advance this process and ready the campus for informed action to revisit and potentially revise the UWB curricular review process, Academic Affairs and the General Faculty Organization are convening this working group to ensure that planning efforts maintain momentum over the summer, such that Initiative participants:

- gather for a two-day intensive collaboration, during which challenges/barriers may be engaged productively (with the aim to mitigate/remove these obstacles);
- assess best feasible measures to optimize UWB's curriculum review process, making appropriate recommendations on the basis of those determinations;
- craft and present a discussion document that articulates and details recommendations in this regard (including a rationale for each);
- respond to any clarifying questions or requests for supplemental information we have regarding that report;
- make themselves available for at least one campus-wide forum where they can participate in a Q&A discussion of the report and its recommendations.

It is imperative that working group members understand their role in setting forward a well-reckoned report. In this document, the group will offer specific recommended measures (depending upon their scale, approximately 5-8 such actions) that will be most effective in improving both the experience and results of UWB's curricular review process.

For each measure suggested, the report should indicate:

- Why is this component crucial?
- What factors/conditions make the step so promising?
- What are the timelines for realizing this aim?
- What are the projected gains, and on what evidence do those estimates depend?
- What are the hazards/uncertainties, if any, associated with this action?
- What deliberation and ratification processes are associated with each element?
- How would the campus best proceed with this action, what support is required, and who are appropriate point people?
- Are there any other considerations or items of advice related to this measure?
- Who else (such as advising, admissions, etc.) needs to be informed of process changes?

Toward those ends, we have designated Tyson Marsh, GFO Vice Chair, as the convener of this working group. Tyson will prepare the two-day summit; launch its engagement by group members; and take the lead on generating, finalizing, and transmitting the report. Compensation for faculty members will be \$1000 for their work this summer. If not concluded during the working group retreat, the drafting and finalization of the report (due on or before August 15) should closely follow that event.

While Initiative participants are not charged with implementing their recommendations, the report must point the way for the faculty to consider these proposals and subsequently adopt and implement them if/as they deem fitting.

We ask that participants endeavor at the outset to set clear and mutual expectations such that all are coequal contributors to both the initiative's process and product. As you conduct this work, we urge you to confer widely and to seek guidance/collaboration wherever appropriate. While consensus in findings is desirable, we realize that group members may not reach accord on all matters examined. Please indicate within the report matters on which members of the working group diverge, indicating the nature (depth and breadth) of such differences. To assist with the group's orderly and timely progress, participants are expected to proceed in a collegial manner to arrive at a meeting schedule, devise a work plan, and frame recommendations in a written report. GFO's Program Coordinator, Dawn Moncalieri, will lend staff support for this initiative.

Thank you very much for your involvement in this crucial work. We ask that you confirm by e-mail (addressed to Cinnamon and Linda, with cc to Dawn) your acceptance of these terms at your first opportunity. That will facilitate remuneration and permit announcement of the roster of the working group to the campus.



Cinnamon Hillyard
Associate Vice Chancellor and Dean for Student Success



Linda Watts
Chair, General Faculty Organization

