



14/AS/23/UEPC
Curriculum Consultation Policy

WHEREAS: The University recognizes that consultation between disciplines, colleges, and departments is an essential element of the development and maintenance of a cohesive set of course and program offerings that are relevant, appealing, and useful to our students, and

WHEREAS: Consultation should be a means to receive and give constructive input for the purposes of strengthening curriculum, and

WHEREAS: An academic consultation policy must provide means for the consultation process for new and revised curricula and must delineate procedures for the arbitration of disagreements, and

WHEREAS: Faculty need to know when subcommittees and college curriculum committees are meeting and what is on their agendas, and

WHEREAS: Campus-wide notification of proposed curricular changes provides greater insurance that potentially affected programs have an opportunity to provide constructive input, be it

RESOLVED: That the Academic Senate approve the attached Curriculum Consultation Policy, and be it

RESOLVED: That this policy will be reviewed in five years.

Attached: Curriculum Consultation Policy

Approved by the Academic Senate on May 2, 2023
Approved by President Ellen Junn on May 17, 2023

14/AS/23/UEPC
CURRICULUM CONSULTATION POLICY

PURPOSE:

The University recognizes that consultation between disciplines, colleges, and departments is an essential element of the development and maintenance of a cohesive set of course and program offerings that are relevant, appealing, and useful to our students. An academic consultation policy must provide means for the consultation process for new and revised curricula and must delineate procedures for the arbitration of disagreements.

GENERAL PRINCIPLES:

Consultation over curriculum development should be collegial and approached by all parties in a spirit of positive and collaborative exploration. Consultation should not be viewed as a ‘rubber stamping’ exercise but as a means to receive and give valuable input and strengthen all curriculum proposals. Proposals that are identified as lacking evidence of necessary consultation may be delayed, paused, or re-routed in their progress through the University’s approval process.

In order to increase the transparency and efficiency of the curriculum review process, all subcommittees and college curriculum committees will meet at least four times a semester. These meetings will be scheduled at the beginning of the semester to be held during the second, sixth, , eighth and twelfth weeks. These committees will review proposals in the order that they are submitted. Also, committees will publish their agendas, so faculty know what curriculum changes are being discussed.

Where there is a question of whom should be consulted, decisions should favor the broadest consultation reasonable. For programs without a curriculum committee, consultation should be conducted with the entire program faculty, rather than only the program chair or director.

SCOPE:

Consultation with relevant disciplines, colleges, and departments will generally be required

when: A change to an existing course may include:

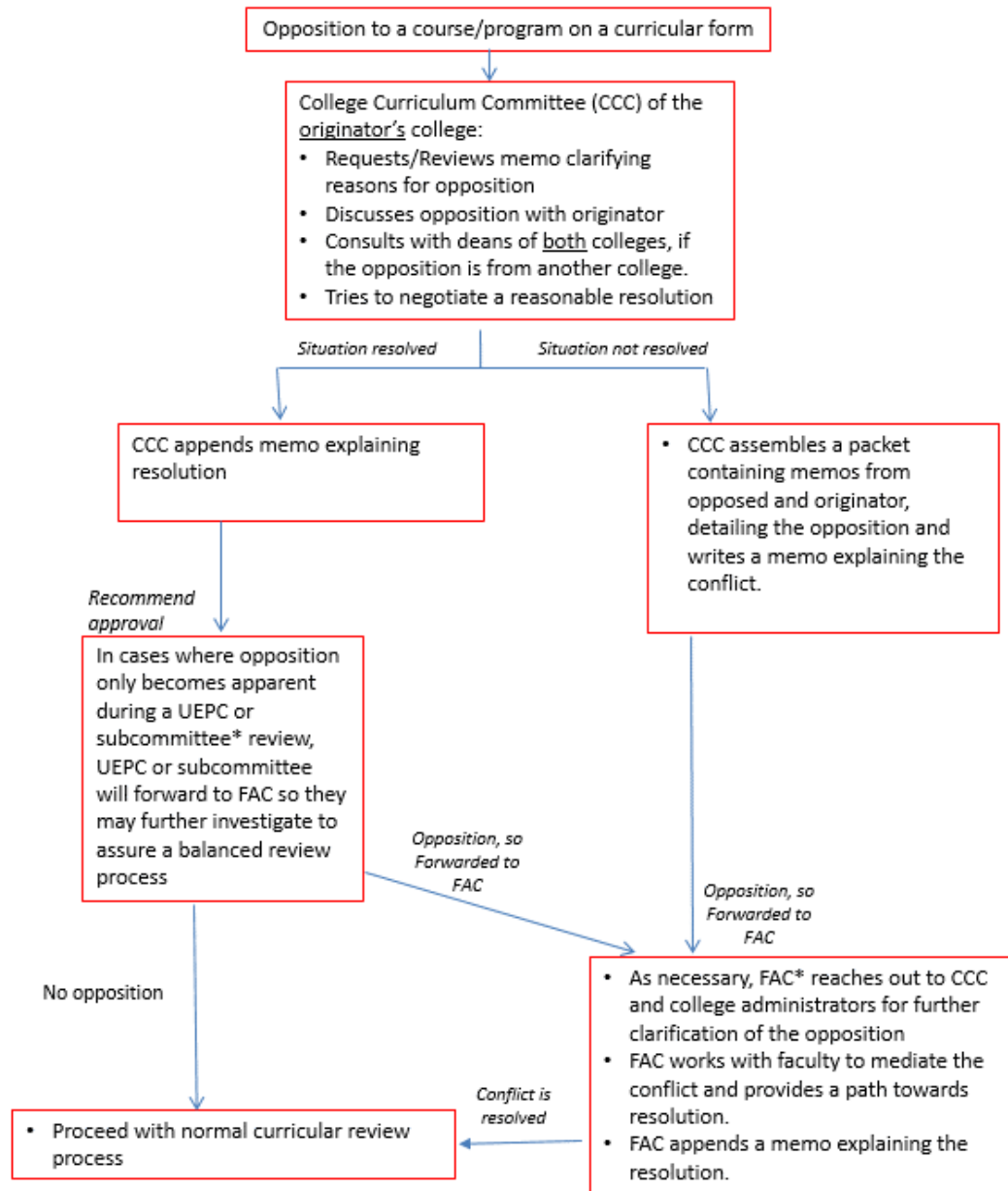
- a change to course content;
- a change in course title;
- a change in course pre/corequisites;
- a change in the credit units;
- a change that may affect other departments that have a similar course offering or a course with a similar title (a potential duplication issue) and/or require the course or use the course as an elective.

- Adding new courses to a program that may affect other departments that have a similar course offering or a course with a similar title (a potential duplication issue) and/or require the course or use the course as an elective. Special attention should be given to other departments whose courses are cross-listed or are prerequisites for the course being added.
- Removing courses that will affect other departments. Special attention should be given to other departments whose courses are cross-listed or are prerequisites for the course being deleted.
- The development of a new or the revision of an existing program, which will affect departments whose courses may be used as part of the program's plan of study.

PROCEDURES FOR CONSULTATION:

1. It is the responsibility of the proposer(s) of a curriculum development or revision to assess if consultation is needed (peruse the catalog and speak to Academic Programs to identify any potential overlap or impact to other courses or programs) and begin the consultation process, if needed.
2. Each consultation should be initiated in writing (communication and forms can be sent via email) and should identify the nature of the proposed curriculum, specify any known potential impact, and ask if there is any potential impact the initiator is not currently aware of.
3. College and university-wide committees may also require the initiation of consultation when they see a need.
4. All collaboration should be undertaken in a timely fashion, so that all parties can contribute meaningfully to the interaction. If necessary, consultation should commence at least four weeks prior to the intended submission of a proposal through Curriculog. It will be best practice for the parties being consulted to respond as promptly as possible and within ten working days. In the absence of a response at that point, the proposer may reasonably suppose that the area being consulted has no feedback to offer.
5. Details of the process of consultation and the results of the consultation(s) should be submitted through Curriculog. The results of the consultation(s) include written results from the department(s) consulted.
6. If there is opposition, follow the "Curriculum Arbitration Procedure" documented in the flowchart below/attached (based on a flowchart from CSU, San Marcos).

Curriculum Arbitration Procedure



* Curriculum which is potentially contentious for reasons beyond the declared departmental opposition may be treated as discussion items at the discretion of UEPC and SEC.

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