

Educational Policies Committee Guidelines for Curricular Consultation Revised April 5, 2023

The general purposes of consultation are to ensure that other departments and colleges around campus are aware of new and changed curriculum, to identify areas of overlap, to identify implications of curricular changes for other departments and colleges, and to simply make other units aware of new or changed offerings in areas that may be of interest.

When Consultation Should Occur

Any department or program authoring curriculum proposals (new courses, course modifications, course deletions, new programs, program modifications, and program deletions) should consult with other departments and colleges, including intra-college consultation, that may be interested in and impacted by the curricular change. The bullet points below offer a range of reasons why another department or college should be consulted. If any of these apply, consultation is required:

- Proposing a curricular change that utilizes another department's course or that affects enrollment in another department's course. Many majors and minors include other department's courses in their required or elective offerings. If a program is adding or deleting one of those courses from their electives, for instance, consultation with that outside program is required.
- Overlap. It is common for course offerings to have some overlap with other department's course offerings. If there is overlap either with particular courses or with the general disciplinary area of another department, consultation is required.
- GE courses. GE courses typically require more consultation for both of the reasons listed above. By definition, there tends to be more overlap with other program's offerings and there tends to be a greater chance of enrollment and other resource implications. Wider consultation is typically required in these cases.

How Consultation Should Occur

Consultation should always be conducted between department chairs (or, if it is not a department, program coordinators) or between associate deans. When a department proposing a curricular change seeks consultation, the chair of that department should send the proposal (via email) to all department chairs for which consultation is required. Consultation should occur as early as possible but at least by the time the proposal is finalized by the department proposing it. In general, chairs should give other chairs at least two weeks to respond to a request for consultation. Departments may choose to provide an optional letter of support or non-concurrence. The letter will be attached to the proposal as supporting documentation prior to EPC review. If there is no response, additional outreach should be done. If a department fails to respond, the consult should be changed to "No Response" and EPC will treat this as concurrence.

Consultation Is Not a Veto

The response to a request for consultation should be listed officially as “Yes” if they concur, or “No” if they do not concur, or “In-Progress” if the consultation is still in progress. While that is the response listed on the form, the purpose of consultation is to identify opportunities and problems, to open up dialogue where there are problems or conflicts or problematic resource implications, and to seek to resolve any issues that arise before the proposal comes to EPC. If a department or college ultimately declines to concur on a proposal, the non-concurrence is not a veto of the proposal. EPC will be interested to understand the issues that came up and what the remaining objections are and will take that into account in making a decision on a proposal. The non-concurring department may choose to submit an optional letter providing additional context. The letter will be attached to the proposal as supporting documentation prior to EPC review. However, a letter of non-concurrence will not limit committee discussion, nor replace the department’s opportunity to speak at EPC.