

Procedures for Consultation among Colleges regarding Curriculum Issues

Consultation among colleges regarding curriculum issues is necessary to ensure

- a. program integrity
- b. appropriate use of district resources
- c. program delivery to students in convenient locations
- d. adequate enrollment in all programs at all colleges

Description of a good faith effort at consultation

Prior to proposing a change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate dean and department chair at all affected colleges. The curriculum committee chair should be copied on this email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within two weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

Consultation is required among colleges regarding the following curriculum issues.

- a. Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.
- b. Substantive change to existing UCN course
- c. New single course which overlaps courses offered as part of an approved program at another college
- d. New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)
- e. Borrowing a course