TO: The Executive Committee  
FROM: The Committee on Instruction and Curriculum (CIC)  
SUBJECT: 17-18 CIC 19: Reopening Interdepartmental Consultation on Semester Catalog Courses  
ACTION REQUESTED: That the Senate receive as information the change in implementation of the window of consultation on semester courses  

BACKGROUND INFORMATION:  
The Interim Associate Dean of Undergraduate Studies, Academic Programs and Services sent a letter to CIC requesting the reopening of consultation between departments about conflicts over semester courses. He represents that many departments were too preoccupied preparing their own courses and programs for semester conversion to research potential conflicts posed by other departments’ proposals. He proposes a reopening of the window of consultation to all departments for two weeks to allow all possible conflicts to be discussed after which all consultation will be closed on approved semester courses. This was discussed by CIC with several committee members enthusiastically supporting the new window of consultation. The dates of December 1st and December 15th 2017 were chosen because it seemed the earliest the Senate was likely to accept the information, but, in case of an earlier acceptance, an earlier two week window would be acceptable. The change in implementation was approved unanimously.

Change in Implementation of Curricular Procedure Manual:  
The Beta Semester Catalog will be reopened for inter-departmental consultation on courses (but not concentrations or programs) between December 1st and December 15th 2017. Chairs and faculty should examine the posted Beta Semester Catalog and use Curriculog form “(2018-19) Consultation Request for Semester Curriculum” if they have concerns about conflicts or duplications of expertise in semester courses proposed by other departments.

If a department requests consultation using that form, the request is routed to the department responsible for the course. After the course department completes its response (which may be a revision to the course), the college Associate Dean for the requesting department receives the consultation form. If indicated that the consultation resulted in an acceptable resolution, the
process would effectively end here. If not, Curriculog moves the issue to the Associate Dean, Undergraduate Studies, Academic Programs and Services who would route the issue to CIC by the agenda deadline for the first CIC meeting after January 1st 2018, as directed by the aforementioned policy.