

## CURRICULUM CONSULTATION GUIDELINES/REQUIREMENTS

The following information is designed to help clarify the curriculum consultation process for CIPD members. Below is list of consultation requirements faculty must pursue when developing new/updating curriculum. Although we understand that *Curriculum Consultation Guidelines/Requirements* cannot account for every consultation circumstance that may arise, our hope is for increased communication/collaboration between affected disciplines, and more consistency in curriculum readiness at CIPD.

\*For the purposes of consultation for curriculum at Peralta: Consultation is a process of communicating curriculum proposals with colleagues and having acknowledgement and/or discussion of the curriculum proposal.

\*Consultation should be considered a professional courtesy to your peers and colleagues and may involve collaboration.

\*Consultation of courses/programs among Colleges is necessary to ensure:

1. Program Integrity
2. Appropriate use of district resources
3. Program delivery to students in convenient locations
4. Adequate enrollment in all programs at all colleges
5. Curriculum taught at more than one college has identical information per UCN policy requirements/state mandates
6. There is no unnecessary overlap of curriculum across the district

\* Situations which require consultation:

- Requesting to clone a course from another campus, (Cloning course assumptions: Cloner will not change any items that would affect catalog or be a substantial change)
- Developing a new course
- Reactivating a course
- Updating any items in the list below to an existing course

\* Below is a list of changes to a course that requires consultation.

Subject (Discipline)	Units	CB21 Levels Below Transfer
Course Number	Hours	CB24 Program Course Status
Title	CB12 Repeatability	Override Outside Class Hours
Description	CB03 TOP Code	Outside Class Hours
Modular Course	CB04 Course Credit Status Code	Out of Class Assignments
Open Entry	CB08 Basic Skills Code	Requisites
Cross-listed Courses	CB09 Sam Code	CB22 Non-Credit Category

\*Consultation of a course must occur, and be documented in META, via the Consultation Form, prior to local Curriculum Committee review. The corresponding email should also be attached in META.

\* The Faculty Originator must contact department chair at all affected disciplines and colleges to begin the consultation process. This email should have the filled in Consultation Form filled out and attached to it.

\*Consultation discussions should be finalized, (whether agree or disagree with the consult) within 4-6 weeks of initial contact.

\*Preliminary responses to consultation requests must occur within 2 weeks of initial contact. If there is no response in the 2 week timeframe, then curriculum may move to local agenda.

\*After engagement in the consultation process, faculty at other campuses may agree to the curriculum request or disagree to the request, at which those reasons should be stated on the Consultation Form.

Consultation does not mean agreement. It is designed for communication between colleges/disciplines as a professional courtesy and demonstration of respect.

\* If there are unresolved disputes or disapproval of the curriculum request, the issues will be discussed and resolved at CIPD. (Either tabling the course to request more information, or voting to approve/oppose curriculum.)

#### Consensus at May 7, 2018 CIPD meeting

1. Committee members agree to pilot this consultation guidelines document beginning Fall 2018.
2. CIPD will have the consultation guidelines document and its implementation process as an agenda item for “check ins” on how it is working every other month, or if requested as an agenda item.
3. Document will be reviewed annually for its content, and changes shall be made as agreed to by the committee.