

# THE PROCESS OF CURRICULUM DEVELOPMENT

## INTRODUCTION

The Cal Poly Pomona Curriculum Development Guide has been compiled to assist you with the task of preparing curriculum proposals to be considered for inclusion in the [CSU Academic Master Plan](#) and the [University Catalog](#). This guide is intended to lead department and college curriculum coordinators through the steps necessary for curricular proposal, approval, and implementation.

## IMPORTANCE OF OBSERVING DEADLINES

Participants in the curriculum process need sufficient time to plan, consult, and finish their work so that the implementation of programs and courses are not delayed, and essential information is available to students, faculty and University employees. Office of Outreach, Recruitment & Educational Partnerships must have up-to-date information for prospective students. The Registrar's Office and Office of Student Success must accurately evaluate student records to ensure timely graduation. It is especially important that the [university catalog](#) be published and delivered on schedule. Departments, colleges, and other consultative bodies have an obligation to adhere to stated deadlines. If a deadline is missed, it is likely that a proposal's implementation may be delayed until the following academic year.

## THE CURRICULUM CYCLE

It is important to remember that the entire curriculum development sequence (cycle) takes approximately one to two years due to the multiple levels of review. For example, the development cycle for the 2021-2022 catalog began in Spring 2020 with department discussions. It will end for the department curriculum coordinators in Fall 2020 when catalog copy is transmitted to the Office of Academic Programs. At that time, the preparation of the 2021-2022 catalog begins, culminating in the publication of the catalog in Spring 2021. At the beginning of the fall semester, a curriculum package containing catalog edits files, roadmaps, and curriculum matrices are sent to each Associate Dean and Department Chair for information, review, and edits.

*For specific timelines and due dates in the current cycle, please refer to the [Catalog/Curriculum Development Schedule of Activities and Deadlines](#).*

## GENERAL INFORMATION

Proposals for new curriculum or significant curriculum changes are initiated by academic departments in [Curriculog](#); the individual launching the proposal is known as the originator. The department curriculum committee reviews the proposal and approves it to the Department Chair step or rejects it to the originator step. After the Department Chair's approval, the college curriculum committee reviews the proposal and approves it to the College Dean step or rejects it to the Department Chair step. If the dean approves the proposal, it advances to the University Faculty step for campus-wide consultation. Colleges/departments that have legitimate concerns about a curriculum proposal, may email their comments to their College Dean, College Associate Dean, or Department Chair to post in Curriculog on

their behalf; comments may also be emailed to Ashley Ly ([atly@cpp.edu](mailto:atly@cpp.edu)) in the Office of Academic Programs for posting. Consultation is required for proposals to:

- add a new or significantly modify a non-general education course, major, minor, option, emphasis, credential, certificate, master, or doctoral program,
- delete a non-GE service course included in another program,
- add/delete/modify a general education course, or
- add a course or other requirement in a program offered by another department.

College Curriculum Committees and Associate Deans bear a major responsibility to ensure that potential conflicts are resolved as early in the process as possible. (See [Responsibilities for Communication and Consultation](#) later in this chapter.)

After the Office of Academic Programs receives a proposal, the office is responsible for the proposal until its final disposition. Each proposal is given an initial review, with the following questions in mind:

Are the justifications stated for the proposal persuasive and in accord with CSU System and University policies?

Have all the necessary review steps been completed?

Has proper consultation been completed?

If the proposal is for a new degree, is the degree in the campus's CSU Academic Master Plan?

Is the proposal complete and contain all the necessary information for implementation?

Is the language clear and grammatical?

## BUDGETARY AND RESOURCE CONSIDERATIONS

Curricular changes – whether involving the addition, deletion, or modification of programs or courses – incur both costs and benefits. All curricular changes need to be analyzed in terms of their impact on resources (including FTE generation) for the department and college as well as for other programs that may be impacted by the change. Such analysis must be a part of every curricular proposal. Changes that increase or reduce FTE generation or require new resources must be justified. New program proposals must include, as part of their curriculum package, a [proposed program estimated resource report](#).

## NON-GENERAL EDUCATION (GE) COURSE PROPOSALS

Chapter 2 will provide details on the complete curriculum process for the non-general education course proposal. Guidelines and an overview of the process are provided below:

A course is considered NEW if:

- No courses like it existed before;
- Changing catalog numbers from lower division to upper division, undergraduate to graduate, or vice versa; (The old catalog number must be retired and cannot be used again for five years.);
- The content has been changed extensively as to seriously alter the course objective, how it is taught, its intended audience, etc.; (The old catalog number must be retired and cannot be used again for five years.);

- The course is being newly cross-listed or dual-listed (if this creates a “new” course in one of the departments); and
- Changing C/S classification AND course component.

A course is considered SIGNIFICANTLY modified if:

- Changing course title AND course description to reflect change in content; (Changes do not seriously alter the course objective, how it is taught, its intended audience, etc.);
- Changing prefix of an existing course;
- Changing course units for a fixed unit(s) course;
- Adding enrollment requirements to courses that did not have any;
- Changing C/S classification without changing component;
- Changing Minimum Student Material and/or Minimum College Facilities;

A course is considered MINIMALLY modified if:

- Updating course title OR course description to reflect minimal change in content.
- Changing catalog numbers without changing from lower division to upper division, undergraduate to graduate, or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- Updating unit range for variable unit courses.
- Updating Contact Hours, Instruction Mode(s), Grading Basis, Repeat for Credit Rules, When Offered, and/or Course Note(s).
- Updating current and/or deleting enrollment requirements (i.e. prerequisites, corequisites, concurrent); addition of requirements outside of college requires that proof of consultation be attached to the proposal as a PDF file.
- Updating Expected Outcomes.
- Updating Instructional Materials.
- Updating Course Outline.
- Updating Instructional Methods.
- Updating Evaluation of Outcomes.
- Updating Course/Department/College Specific Requirements.

A course is considered DELETED if:

- The course is no longer offered and is to be removed from the [university catalog](#). (Note that it is not considered deleted if it is removed from the curriculum of a particular program but remains in the catalog.)
- The course is being changed from lower division to upper division, undergraduate to graduate, or vice versa. (The old catalog number must be retired and cannot be used again for five years.)
- The content has been changed so extensively as to seriously alter the course objective, how it is taught, its intended audience, etc. (The old catalog number must be retired and cannot be used again for five years.)

The approval process for these proposals are as follows:

1. Non-GE course proposals are initiated at the department level by the originator through Curriculog.

- a. Proposals for new non-GE courses should be submitted using approval process A1. Course – NEW Major/Service.
  - b. Proposals for modified non-GE courses should be submitted using approval process A2. Course – MODIFY Major/Service.
  - c. Proposals for deleting non-GE courses should be submitted using approval process B. Course – Delete Major/Service.
2. Once the originator has submitted the proposal in Curriculog and approved the originator step, the proposal is reviewed in the order below. To help ensure that each step in the process happens in a timely manner, each reviewer should notify the next reviewer when they have approved the proposal to the next step, or notify the originator that the proposal has not been approved and why.
- a. Department Curriculum Committee
  - b. Department Chair
  - c. College Curriculum Committee
  - d. College Dean
    - i. After the dean approves the proposal, the proposal will be open for a 30-day consultation period.<sup>1</sup>
  - e. University Faculty (campus consultation; applicable to new courses, significantly modified courses, and deleted service courses only)
  - f. The Office of Academic Programs;
  - g. Executive Graduate Council (graduate course proposals only); and
  - h. University Curriculum Committee (UCC).

Courses proposals approved by the UCC are entered into the upcoming or following academic year's [University Catalog](#) following this process.

## GENERAL EDUCATION (GE) COURSE PROPOSALS

Chapter 3 will provide details on the complete curriculum process for general education course proposals. An overview the process is provided below:

1. GE course proposals are initiated at the department level by the originator through Curriculog.
  - a. Proposals for new GE courses should be submitted using approval process C1. Course - NEW General Education
  - b. Proposal for modified GE courses should be submitted using approval process C2. Course - MODIFY General Education.
  - c. Proposals for deleting GE courses should be submitted on approval process D. Course - Delete General Education.

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<sup>1</sup> AS-1114-990/AP – Revision of Consultation Policies

2. Once the originator has launched the proposal in Curriculog and approved the originator step, the proposal is reviewed in the order below. To help ensure that each step in the process happens in a timely manner, each reviewer should notify the next reviewer when they have approved the proposal to the next step, or notify the originator that the proposal has not been approved and why.
  - a. Department Curriculum Committee
  - b. Department Chair
  - c. College Curriculum Committee
  - d. College Dean
  - e. Office of Academic Programs.
    - i. Emailed concerns/feedback received by the Office of Academic Programs are posted as comments within the Curriculog Proposal and can be viewed by the Academic Senate.
  - f. The General Education Committee of the Academic Senate via the Executive Committee.
    - i. As part of the review process, the General Education Committee will provide a 30-day period of campus-wide consultation.<sup>2</sup>
  - g. The Academic Senate
    - i. The Senate conducts two readings, and if it votes to approve the proposal, it then makes a recommendation to the President.
  - h. The Provost (delegated by the President)
    - i. The Provost approves or rejects the proposal within 45 instructional days of receipt.<sup>3</sup> *Please note: All of these steps should be completed by the end of the spring semester for inclusion in the following academic year catalog.*
3. GE courses are implemented the academic year following the President’s approval. The GE course list is available in the [University Catalog](#).

## CSU ACADEMIC MASTER PLAN PROPOSALS

Chapter 4 will provide details on the complete curriculum process for the CSU Academic Master Plan Proposal. An overview of the process is provided below:

### Initiating CSU Academic Master Plan Proposal

These proposals include additions or deletions of programs (majors/plans, options/subplans, and minors) and significant changes to programs such as program name change, program degree/CIP code change, and option elevation.

Prior to preparing a full program proposal for a new major, departments/colleges should submit a completed “Projected Degree Proposal Form” to the CSU Board of Trustee (BOT) via the AVP for

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<sup>2</sup> AS-1114-990/AP – Revision of Consultation Policies

<sup>3</sup> Cal Poly Pomona Constitution, Appendix 17, Article II, Section 3E

Academic Programs; calls for program projections are typically made in November.<sup>4</sup> The BOT's decision is communicated via the Chancellor's Office to the AVP for Academic Programs who will in turn notify the College Dean and Department Chair who submitted the program projection.

#### After CSU Board of Trustee Approval

Academic Master Plan proposals are initiated at the department level by preparing the appropriate Curriculog proposal (See chapter 4 for complete details regarding prepare Academic Master Plan Proposal).

- For new majors where the CSU Board of Trustee has approved the projected program, use the Curriculog approval process E. Program – New Bachelor/Master. Approved projected programs are listed on the Chancellor Office Website as [Academic Plan: Existing and Projected Degree Programs.](#)
- For new majors not listed on the *Academic Plan: Existing and Projected Degree Programs*, departments/colleges may consider a "Pilot Program" (Note: only two pilot programs are permitted on a campus at time) or a "Fast-Track Program." Departments/Colleges considering these options need to consult with the Office of Academic Programs before proceeding.
- For new options (subplans), use the Curriculog approval process F. Program – New Option/Emphasis
- For new minors, use the Curriculog approval process G. Program – New Minor.
- For changing program titles and CSU degree program codes, use the Curriculog approval process M. Program – Program Name Change/CSU Degree Program Code Change.
- For new certificates, use the Curriculog approval process H. – New Academic Credit Certificate.
- For elevation of a subplan to a major, use the Curriculog approval process K. Program – Elevating Option to Full Degree
- Email consultations with other colleges may occur during the proposal development process.
- The Department Curriculum Committee Chair approves proposals sent to the College Curriculum Committee.
- The College Curriculum Committee then reviews the proposal and conducts an email consultation if the department did not already do so. The College Curriculum Committee Chair approves proposals sent to the dean's office.
- The dean's office reviews the proposal. The dean's office approves proposals sent to the Office of Academic Programs.
- The Office of Academic Programs reviews the proposal and approves complete proposals sent to the Cal Poly Pomona Academic Senate. After review by the Academic Senate Executive Committee, the proposal is forwarded to the Academic Programs Committee. The Graduate Executive Council shall be notified of any proposals related to graduate studies by Office of Academic Programs.
- The Academic Programs Committee reviews the proposals and makes a recommendation through the Academic Senate Executive Committee to the Academic Senate body. The Academic Senate

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<sup>4</sup> Coded Memorandum ASA-2018-15

conducts two readings of the proposal. Once the Academic Senate votes to approve the proposal, a recommendation regarding the proposal is sent to the President.

- The President approves or rejects the proposal(s) within 45 instructional days of receipt.<sup>5</sup>
  - The President has delegation of authority via Executive Order 1071R to approve all options and minors under an existing degree program. This authority has been delegated to the Provost.
- The Office of Academic Programs emails approved proposals to the Chancellor's Office for their review and approval. In some cases, external review may be required by the WASC Senior College and University Commission (WSCUC), and/or the Commission on Teacher Preparation and Licensing.
- Off-campus versions of existing programs do not need to be reviewed by the Academic Senate or the President. The Office of Academic Programs will forward proposals for such programs to the WSCUC Accreditation Liaison Officer who will work with the college to prepare the appropriate proposal to WSCUC.
- Programs are only implemented in the fall after they are incorporated into the catalog. New courses that will be offered as part of a new program typically are not offered until the program is implemented.
  - Following campus and/or CSU level approval, the Office of Academic Programs imports approved new courses into a draft copy of the upcoming academic year's [university catalog](#) and provides departments/colleges program catalog edit files for review and revision.
  - A near-final draft of the upcoming academic year's [university catalog](#) is published towards the end of the current academic year and will include new programs and courses; the final version of the [university catalog](#) is published prior to orientation for incoming students.

## PROGRAM REQUIREMENT CHANGES FOR EXISTING ACADEMIC PROGRAMS

The Office of Academic Programs sends a curriculum package containing catalog edits (word document with locked track-changes), roadmaps, and curriculum matrices at the beginning of the Fall term. For example, curriculum packages for the 2022-2023 academic year are sent out the beginning of Fall 2021. The curriculum packages are emailed to Associate Deans and Department Chairs. The procedure for processing catalog edits may vary between colleges.

- Departments review and propose changes to department's catalog pages, roadmaps and curriculum matrices. Changes that may impact other colleges should go through emailed written consultation during department consideration while the proposals are at the department level.
- The Department Curriculum Committee Chair forwards curriculum package to the college curriculum committee chair (optional) and/or dean's office.
- The College Curriculum Committee (optional) and the dean's office review the proposed changes. The dean's office forwards the revised curriculum packages to the Office of Academic Programs.
- The curriculum packages are reviewed by the Office of Academic Programs.

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<sup>5</sup> Cal Poly Pomona Constitution, Appendix 17, Article II, Section 3E

- After the review of the curriculum packages, departments are sent gallery proofs, updated roadmaps and curriculum sheets for final approval. Any additional curricular changes will not be accepted at this time. Departments are expected to respond within two weeks of the documents being sent to the department.

The near-final draft of the catalog is published online prior to the start of fall registration for the catalog academic year; the posting date is subject to change. For example, the near-final draft of the 2020-2021 catalog is published in early April 2020. Modifications may be made to the near-final draft of the catalog to address any policy changes, approved GE courses and/or approved academic master plan proposals prior to fall orientation. The final version of the catalog is published online prior to the start of orientation for incoming fall students. For example, the final version of the 2020-2021 catalog is published in early June 2020.

## RESPONSIBILITY AND ROLE OF ACADEMIC UNITS<sup>6</sup>

### THE APPOINTMENT OF COMMITTEES AND COORDINATORS

Curriculum Coordinators and Curriculum Committees should be identified during the spring semester prior to the upcoming academic year or early fall semester of the same academic year. All persons involved in the process should become familiar with departmental programs, curricular offerings, catalog requirements, and deadlines as soon as possible. Department Chairs should inform College Deans of these appointments, which the Deans will forward to the Office of Academic Programs. The Curriculum Analyst and the Faculty Director of Undergraduate Studies and General Education will meet yearly with the Curriculum Committees from each college to orient them to the curricular process, to clarify roles and responsibilities, and to ensure that the curricular process adheres to the university's overall academic policies and strategic goals.

## DEPARTMENT RESPONSIBILITIES

### DEPARTMENT CURRICULUM CHAIR

The faculty in each department should use accepted selection procedures to choose a Curriculum Committee and a chair to coordinate the committee. It is recommended that the Department Curriculum Chair have experience on the Department Curriculum Committee and have extensive knowledge of the department and college curricular processes. Department Curriculum Chairs should possess extensive knowledge of general education and graduation requirements, and the relationship of the department's curricula and requirements with the requirements of other departments and colleges. Close attention to detail, accuracy in proofreading and cross-checking are essential.

The chair serves as the coordinator of the Department Curriculum Committee. The primary responsibilities of the coordinator are to keep the department informed about all curriculum matters and to oversee all curricular matters, including the preparation of course proposals for modifications, deletions, and additions, the department's academic master plan, and catalog copy. The chair may be

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<sup>6</sup> AS-2263-078/AP Changes to Curriculum Procedure



responsible for interdepartmental consultation regarding curricular changes, in consultation with the Associate Dean.

Department Curriculum Chairs are responsible for approving or rejecting curricular changes going through the Department Curriculum Committee.

#### RESPONSIBILITIES OF THE DEPARTMENT CURRICULUM COMMITTEE

The curriculum process is an on-going effort by the Department Curriculum Committee. Throughout the year, the Department Curriculum Committee should discuss possible curriculum changes. During the fall semester, the Department Curriculum Committee formally prepares curricular additions, deletions, and changes to the [university catalog](#) resulting from discussions of the previous year.

The Department Curriculum Committee prepares and disseminates proposed curriculum actions and Curriculog proposals to the department faculty for approval.

#### RESPONSIBILITIES OF THE DEPARTMENT CHAIR

The Department Chair is responsible for ensuring that all department procedures and policies were followed and approve Curriculog proposals. In addition, the Department Chair approves the prepared curriculum packages and forwards them to the College Curriculum Committee.

## COLLEGE RESPONSIBILITIES

#### COLLEGE CURRICULUM CHAIR

The College Curriculum Chair shall serve as the coordinator of the College Curriculum Committee. The College Curriculum Chair will need to work closely with Department Chairs, appropriate Academic Senate Standing Committees, and the Office of Academic Programs. The College Curriculum Chair may be responsible for interdepartmental consultation regarding curricular changes. College Curriculum Chairs also facilitate discussions between the College Curriculum Committee and departments within the college to resolve outstanding curricular issues. When conflicts arise, the matter should be referred to the Associate Vice President for Academic Programs for resolution.

College Curriculum Chairs are responsible for approving or rejecting curricular changes going through the College Curriculum Committee.

#### RESPONSIBILITIES OF THE COLLEGE CURRICULUM COMMITTEE

The College Curriculum Committee is responsible for reviewing each department's proposal for its academic merit and its relationship to the undergraduate and graduate studies of other departments and the college as a whole. The committee is also responsible for reviewing proposals to avoid duplication across departments in other colleges for the best utilization of resources.

#### RESPONSIBILITIES OF THE DEAN'S OFFICE

Associate Deans shall oversee the curriculum process for their college. Their responsibilities shall include: regular communication with the Department and College Curriculum Committees; advising Department and College Curriculum Committees about potential curriculum changes; determining whether consultation for a particular curriculum change should be conducted by the Department or the College Curriculum Coordinator; ensuring that all necessary consultation documents are in order before

a curriculum proposal is submitted to the dean; conducting any necessary consultation follow-up; and reviewing the Curriculog website on a regular basis to monitor other college's proposals which may impact their college's curriculum.

Every college curricular proposal shall be submitted to the Dean or Associate Dean for approval or disapproval. The Dean or Associate Dean should announce a decision within 10-academic working days. The Dan or Associate Dean's approval shall be based on the determination that the proposal is consistent with plans for the long-range development of the college, that all resource implications of the proposal (teaching positions, space, equipment, supplies, staff) have been considered carefully, and that the Dean is prepared to give the needs of the proposal high priority in the college's budget. The Dean or Associate Dean's report should include a recommendation (approval/disapproval), and a summary of proposed curricular changes for each department within their college.

The Dean's Office is also responsible for ensuring that any new programs, including programs offered at off-campus locations do not accept enrollment until the programs receive Chancellor's Office and/or WSCUC approval. Campuses may mention proposed degree programs in recruitment material if it is specified that enrollment in the proposed program is contingent on final program authorization from the CSU Chancellor's Office.

Associate Deans are responsible for approving or rejecting curricular changes going through the Dean's Office.

## UNIVERSITY RESPONSIBILITIES

### RESPONSIBILITIES OF ACADEMIC AFFAIRS

**The Office of Academic Programs** shall receive and review all curriculum proposals to ensure that consultation has been completed and that due process has been followed. As appropriate, the Office of Academic Programs will then submit the proposals to the Academic Senate for forwarding to the appropriate standing committee, the University Curriculum Committee, or the WSCUC ALO. All proposals should be approved to the Office of Academic Programs via Curriculog.

Academic Programs shall post any comments received via email to Curriculog during the consultation period for non-GE courses.

### RESPONSIBILITIES OF THE SENATE

**The Academic Programs Committee** is an Academic Senate Standing Committee. This committee is responsible for all program-level matters such as, but not limited to, program reviews, new or significantly modified program proposals, and the Academic Master Plan<sup>7</sup>.

**The General Education Committee** is an Academic Senate Standing Committee. This committee oversees the implementation of all Executive Orders related to general education in all of their specified and applied dimensions, except where local exceptions have been obtained, and is responsible for all new, modified, and deleted general education course proposals.<sup>8</sup>

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<sup>7</sup> Senate Bylaws, Article IV, Section 3B

<sup>8</sup> Senate Bylaws, Article IV, Section 3E

**The Ethnic Studies Faculty Implementation (ESFIC) Senate Committee** is an Academic Senate Standing Committee. This committee oversees the implementation of ethnic studies general education courses. The committee reviews extended course outline for GE Area F and provide recommendations to the EWS Department Chair, and offer consultation to departments developing proposals for cross-listed courses. In addition, the committee provide support for faculty professional development around teaching Area F courses and increasing faculty understanding of Ethnic Studies as a discipline.

## UNIVERSITY CURRICULUM COMMITTEE

**The University Curriculum Committee (UCC)** is composed of one representative from each college and related areas such as the Library and Articulation. The chair of the Academic Programs Committee of the Senate serves as an ex-officio member. The UCC reviews undergraduate and graduate proposals for courses not seeking general education approval, identifies potential overlap and/or duplication of existing courses, and ensures that due process has been completed. The UCC's decisions shall be forwarded to the Executive Committee of the Senate on an annual basis.<sup>9</sup>

### Executive Graduate Council

The Office of Graduate Studies facilitates the review by the Executive Graduate Council of curriculum proposals that involve postbaccalaureate courses or programs. The Executive Graduate Council shall offer recommendations for the proposals.

## RESPONSIBILITY FOR COMMUNICATION AND CONSULTATION

It is the responsibility of all members of the curriculum development process to keep their constituencies well-informed of changes, proposals, and discussion items (e.g., the Department Curriculum Chair must keep the department as a whole informed; the College Curriculum Chair must keep the Dean, the Associate Dean, and all Department Curriculum Chairs informed). Departments must keep track of which of their courses are referenced by other programs on campus.

Consultation is recommended in all cases in which a unit has reason to believe that another unit may have an interest in a curriculum proposal. Consultation is required for the following actions:

1. Addition of any new course, major, minor, option, emphasis, or other programs.
2. Significant modification of any non-GE course, major, minor, option, emphasis, or other programs.
3. Deletion (i.e. removal from the University Catalog) of any non-GE service course, which one department offers but appears in another department's program requirements.
4. Modification (minimal or significant) or deletion of any General Education course.
5. Addition of any course offered by another department to appear in a department's program requirements.

Consultation for items 1-4 above occurs in Curriculog during the University Faculty approval step or is conducted by the Academic Senate Standing Committees. Consultation for item 5 above occurs outside of Curriculog and proof of successful consultation is emailed to the Office of Academic Programs as part of the catalog revision process. The Office of Academic Programs shall hold all proposals that fail to document consultation.

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<sup>9</sup> AS-1107-990/AA – University Curriculum Committee

## STEPS TO ACHIEVE FULL CONSULTATION AMONG DEPARTMENTS

- 1) The responsibility of assuring proper consultation belongs to the department and Associate Dean (or designee) of the college corresponding to the academic unit (program, department, or college) proposing the curriculum action. This responsibility ends once all recipients respond or the time for response lapses, whichever comes first.
- 2) Academic units may provide feedback for proposals in Curriculog during the consultation period or provide feedback directly to the proposing academic unit.
- 3) New or significantly modified non-GE and deletion of non-GE service course proposals must complete a 30-calendar day consultation period in Curriculog.<sup>10</sup> At the end of the 30-days online consultation period, the Office of Academic Program shall confer with the proposing college on any concerns raised during the consultation period. The curriculum proposal shall either be returned to the submitting party for revision or forwarded to the Academic Senate Executive Committee or University Curriculum Committee as appropriate; all responses submitted during the consultation process will be included.

## RESOLUTION OF IMPASSE<sup>11</sup>

An impasse is when two or more departments disagree about a curriculum proposal and the curriculum process is deadlocked.

- The proposing unit and the affected college should correspond in a timely manner until resolution or impasse is reached. If there is an impasse, the Dean of the affected college shall notify the Associate Vice President for Academic Programs. The Associate Vice President for Academic Programs shall schedule a meeting of the Department Chairs and College Deans involved to discuss the issues and attempt to reach a resolution in a timely manner (within the same curriculum cycle). A proposed resolution reached in this manner must be approved by all departments involved in the impasse.
- If a resolution is still not possible, the following shall take place in a timely manner:
  - a) Each Dean and Department Chair will prepare a position paper and submit it to the Associate Vice President for Academic Programs.
  - b) The Associate Vice President for Academic Programs will prepare a background document.
  - c) The background document, the position papers, and any supporting materials shall be forwarded for consideration, either to the University Curriculum Committee or to the Academic Senate.
- The University Curriculum Committee will typically review cases related to course conflicts not related to general education, decide and forward them to the Academic Senate Executive Committee.

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<sup>10</sup> AS-1114-990/AP – Revision of Consultation Policies

<sup>11</sup> AS-2360-011/AA Removal of “Resolution of Impasses” section from the University Curriculum Guide

- The Academic Senate will review all cases related to general education course conflicts as well as conflicts between majors, minors, and options.
- Any miscellaneous issues concerning curriculum proposals not covered by either of the two preceding processes shall be referred to the Academic Senate Executive Committee for handling in accordance with standard senate procedures.