Proposal to the Curriculum Council from the Office of Academic Programs and Assessment

Liaison Contacts: Change the Minimum Number of Liaisons from one (1) to three (3)

The APA Office recommends that there be an increase in the number of Liaison contacts posted to a Category I proposal (Full, Abbreviated, and New Location) from the current minimum number of one (1) to a minimum number of three (3).

Liaison Policy

Overview

Most curricular proposals require liaison with other academic units. The purposes of liaison are:

- To gather information and opinions concerning the propriety and quality of the changes being proposed.
- To assure that students (including those outside the academic unit) are not adversely affected by curricular changes.
- To reduce duplication of curriculum and enhance complementarity of curriculum within the university and with other HECC institutions.

Feedback should be solicited from all campus units whose programs or students could be affected by the proposal and/or whose common subject matter pertains to the subject matter of the proposal. At least two (2) of the three (3) liaison contacts, should be from OSU academic units other than the academic home or college of the proposed program.

Curriculum Proposal System

Course proposals in the Curriculum Proposal System (CPS) (Category II proposals) will automatically generate liaison emails, with a response requested within two weeks.

For New or Change Course proposals, please also include:

- A list of courses for which this course/sequence serves as a prerequisite or corequisite.
- A list of those courses for which this course serves as a crosslist.
- Documentation (e-mails are OK) showing that all participating units agree with the proposal; department chair/head and college-level approvals are required from each.

All other proposals require that the Originator send liaison emails and track their responses. It is common to include a statement in the cover memo that if no response is received within a reasonable deadline (usually two weeks), the assumption will be that the recipient has no objections. For program proposals, please include letters, memos, or email messages from contacts within OSU. "Letters of Support" represent opinions external to OSU.

Reviewed By	Approved By	Date
Office of Academic Programs and Assessment		09/20/2018
	Faculty Senate Curriculum Council	05/15/2018

In addition to a change in the wording of the Liaison Policy, this change would also result in the following Category I workflows being updated:

- New Degree
- New Certificate
- New Location
- Substantive Change

Example: **New Degree Workflow**

https://apa.oregonstate.edu/new-degree-program-undergraduate-first-professional-graduate

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Liaison Contacts

Input from Faculty and Administrators
(i.e., internal comments from OSU)

The list of Liaison Contacts are identified in the CPS proposal by the originator. The CPS allows two (2) weeks for liaison review.
[Minimum: 1]
[Minimum: 3]
At least two (2) of the three (3) liaison contacts, should be from OSU academic units other than the academic home or college of the proposed program.

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This change would also include the minimum liaison contact number being updated in the following two locations:

Example: **Category I Resource Guide**

https://apa.oregonstate.edu/sites/apa.oregonstate.edu/files/resource-guide.docx

Liaison Contacts	(Liaison Contacts are documents that are <u>internal</u> to OSU)	- Academic Units - Administrative Offices - Faculty - Etc.	Attach liaison contact responses to the "Liaisons" section of the CPS. (Minimum of 1) [Minimum of 3]

and

Example: **New Program Proposal Process Narrative**

https://apa.oregonstate.edu/new-degree-program-undergraduate-first-professional-graduate

Liaisons (Internal) (Individuals at OSU who have an interest or possible conflict with the proposal.) [2 weeks]	**Originator** - Submits CPS proposal review request to selected Liaison contacts. - A minimum of three (3) liaison comments should be posted to the proposal, including at least two (2) from other OSU academic units. - Posts all review comments to the "Liaison" section of the CPS proposal. - May respond to Liaison comments by attaching a response to the "Comments" section of the proposal. **Liaison** - Reviews draft proposal and sends comments to the Originator who, in turn, posts the comments to the CPS.

Source: Office of Academic Programs and Assessment

\glb (3-12-19; rev. 4-25-19; 5-6-19)