

Consultation Guidelines for Graduate Course & Program Reviews

Course and program actions sometimes result in unanticipated ripple effects across the university.

Consultations are the process by which these effects are anticipated and analyzed, sometimes leading to changes in the original course action.

The initiating program or unit should seek consultation with other programs, units, and colleges when it is suspected that these other units might be affected through:

- duplication or significant overlap with existing courses in their curricula,
- the considered course being part of these units' curricula, and/or
- the pre-requisites for the considered course having the potential to significantly impact enrollment in other units.

Consultations are a professional courtesy making it possible for academic programs to rely, when appropriate, on courses or programs from different units and colleges. No program, unit or college has veto right on curricular activities in other parts of the university; should conflict arise (for instance regarding duplication or overlap), the Administrative Board of the Graduate School (ABGS) would serve as arbiter. Experience shows that the vast majority of consultations either result in neutral or supportive statements from the consulted units or sometimes play a synergistic role between the initiating and consulted units.

Consultations within the initiating college

Academic programs, units and graduate curriculum committees are encouraged to seek input from other departments and colleges during curricular development. It is the responsibility of the Associate Dean for Academic Affairs (ADAA) responsible for graduate programs in the initiating college to make sure that:

- (i) appropriate consultations within the college took place, and
- (ii) all consultations initiated by that point are properly documented in CIM.

Consultations initiated at the ABGS level

Additional consultations may be requested once a course/program action reaches the ABGS meeting level and/or when a course or program is discussed by the ABGS. In either case, the ABGS coordinator will initiate the process through email to the ADAA of the college with which consultation was deemed desirable.

An ADAA or their designee has **3 weeks** to respond to a request for consult; the response should be in the form of an email message summarizing the outcomes of the consultation process within the college. Upon receipt, the response will be attached to the CIM course/program action form. If no response is received or alternate arrangement made by the end of the third week, the ABGS coordinators will document the attempt to contact the college in the CIM form and move the action forward for consideration by the ABGS.