

# Peralta Community College District Consultation Information & Form

Prior to launching courses in META, there are circumstances which require consultation among colleges.

Consultation is a process of communicating curriculum proposals with colleagues and having acknowledgement and/or discussion of the curriculum proposal. The following document is designed to present protocols for consultation, allow for increased communication/collaboration among peers, and build consistency in curriculum across the district. This process cannot account for every consultation circumstance that may arise, yet provides a framework for which discussions may be initiated.

Consultation of courses among Colleges is necessary to ensure:

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

Situations which require consultation (New or modified programs do not 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:

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

## INSTRUCTIONS

1. Faculty are responsible for researching curriculum (through META or college catalogs), to see if their proposed curriculum exists at a sister college (and sometimes offered in different disciplines). If the course already exists, the faculty originator may:
  - a. Request to clone the course
  - b. Request to agree on proposed catalog changes to the course
  - c. Inform peers with intent to reactivate a course
  - d. Inform peers with intent of new course
2. All the above actions require consultation via the Consultation Form or through a detailed consultation email (email contains all the elements of the consultation form).
3. Faculty are responsible for identifying the department chair or subject matter expert with whom they will be communicating. This may include peers from more than one college.
4. It is the responsibility of the faculty originator to provide justification of request to clone a course, reactivate a course, or why new course is being proposed. If the curriculum change is a request to make catalog changes, the faculty originator must include a comparison summary of the changes. All of the above actions shall be on the consultation form or clearly stated in the consultation email string.
5. Faculty Originator fills out one Consultation Form for each course or sends the detailed consultation email (see #2) to:
  - a. Identified Subject Matter Expert
  - b. Curriculum Chairs & Curriculum Specialist at your own college
  - c. Curriculum Chairs & Curriculum Specialists at the identified colleges

6. Preliminary responses to consultation requests must occur within 2 weeks of initial contact.
  - a. The two weeks must be during regular academic semesters and does not include summer, winter, or spring breaks
7. Consultation discussions should be finalized, (whether support or do not support the curriculum) within 4-6 weeks of initial contact.
8. The corresponding Consultation Form and/or consultation communication email must be attached in META for reference during review of the course
9. After engagement in the consultation process, faculty at other campuses may support the curriculum or not support the curriculum, with the reasons clearly stated in the email correspondence or consultation form.

**FACULTY WHO SUPPORT CURRICULUM ARE COMMITTING TO UPDATING THEIR CURRICULUM TO MATCH THE REQUESTED CHANGES. PEERS SHOULD DISCUSS TIMEFRAMES FOR UPDATES AS THE COURSE CHANGES MUST BE AGENDIZED AT CIPD AT THE SAME MEETING.**

Consultation does not mean support. It is designed as a mechanism for communication between peers, and acknowledgement of the curriculum being presented. It is not for peer evaluation and feedback of curriculum content outside of the identified changes.

If there are unresolved disputes or non-support of the curriculum change, the proposed changes will be discussed and resolved at CIPD. (Either tabling the course to request more information, or voting to approve/reject the curriculum changes.)

**Faculty Originator Section to fill out**

**DATE:**

1. Click on the campus(es) you are sending the form to. Write the department and department representative name. When sending the consultation communication, include the Curriculum Chair and Curriculum Specialist at the identified college(s), and your own Curriculum Chair and Specialist.

	<b>Berkeley City College</b>	<b>College of Alameda</b>	<b>Laney College</b>	<b>Merritt College</b>
DEPARTMENT				
Department Rep				
Curriculum Chair		Vinh Phan & Patricia "Trish" Nelson vinhphan@peralta.edu pnelson@peralta.edu	Heather Sisneros & John Reager hsisneros@peralta.edu jreager@peralta.edu	Alexis Alexander aalexander@peralta.edu
Curriculum Specialist	Nancy Cayton ncayton@peralta.edu	To Be Announced	Iolani Sodhy-Gereben isodhygereben@peralta.edu	LaShaune Fitch lfitch@peralta.edu

**Click on the appropriate course action:**

Clone

New

Update

Reactivation

**We are proposing curriculum changes for the following course(S):**

DEPARTMENT
COURSE NUMBER
TITLE

If the action is an update, click on the items being updated

Subject (Discipline)	CB09 Sam Code	Requisites
Course Number	CB12 Repeatability	Cross-listed Courses
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Describe the reasoning for the new, reactivated, updated, or cloned curriculum. For updates, include your comparison summary.

The consultation process allows for two weeks for your initial response.

Please respond no later than:

**Department Representative Section to fill out**

Fill out the below information

Date:
College:
Department:
Department Representative title:
Department Representative Name:

Click on your response

We support the proposal

We do not support the Proposal for the following reason:

**Peralta Consultation Process  
Finalized 4/19/2021 at CIPD  
(Informational)**

The Consultation Process aligns with the necessary consultation requirement outlined in the Peralta Program Course and Approval Handbook, (4<sup>th</sup> Edition):

II. Goals for Consultation among Colleges regarding Curriculum Issues

Consultation among colleges regarding curriculum issues is necessary to ensure:

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

**Process**

**Faculty Originator sends out consultation communication**

- Initial response is requested to be within 2 weeks of consultation form being sent. **The two weeks must be during regular academic semesters and does not include summer, winter, or spring breaks.** If no response in two weeks, then the change may move forward.
- In a good faith effort to ensure inclusion of all affected parties, a second request is recommended to be sent out. This is to account for faculty in new positions or vacancies that may occur during the process.
- **IF NO RESPONSE IS RECEIVED FROM OTHER COLLEGES, or IF RESPONSE FROM OTHER COLLEGES IS MIXED OR ALL DO NOT SUPPORT IT:**
  - Item may be placed on CIPD agenda topic and all parties are invited to attend and discuss the districtwide change
  - CIPD votes to approve or reject the change (actual curriculum is not voted on, just approval/rejection of the change to occur)
  - IF CIPD APPROVES CHANGE, a timeline is agreed upon for all colleges to bring update to CIPD, with the following factors in mind:
    - Number of courses/programs the change is affecting and must be updated
    - Ability for faculty to update all affected curriculum
    - It is recommended that the updates come to CIPD in the same term as when the update was originally brought to CIPD. This will help stay in alignment with effective term and catalog production deadline dates.
  - IF a college does not agree to the voted upon change and/or doesn't adhere to the agreed upon timeline, the following actions will occur:
    - Originating campus/s may bring curriculum to CIPD to be voted on without the other campus/s bringing theirs.
    - Curriculum changes will be updated in PeopleSoft (after COCI approval) for colleges who made the update using approved effective term deadline dates.
    - Colleges who did not update the course will not have the course available for scheduling, using approved effective term deadline
  - IF CIPD REJECTS THE CHANGE, faculty originators may go back to peers and collaborate for alternative updates

**Important notes regarding curriculum updates not adhering to the agreed upon timelines**

- When the curriculum update is voted on, the motion will include:
  - Confirmation of the curriculum change
  - The agreed upon timeline
  - **Acknowledgement and awareness by all Colleges that failure to adhere to the agreed upon change and timeline will result in the course not being able to be offered/scheduled when the change becomes effective.**
- Colleges who did not meet the agree upon timeline for the update, acknowledge and are aware that they will not be able to offer the course when the change becomes effective.
- The course will still be active in META, and active at state, but will be unavailable for scheduling.
- The course will be considered “historical” in Prompt for colleges who did not update the curriculum and will stay unavailable for scheduling until the agreed upon changes have been made, approved at all Peralta levels, submitted to Chancellor’s office and approved by the state. PeopleSoft will then be updated and the college may offer the updated course in accordance with approved effective term dates.