

Liaison

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 ~~department~~ 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.

Curriculum Proposal System

Course Proposals in the Curriculum Proposal System (CPS) 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.

Program 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. ~~of liaison and/or support from other institutions with similar programs.~~