

## **Academic Senate Philosophy and Process for Course Duplication and Overlap: Consultation and Mediation**

### **Philosophy Statement**

- Curriculum recommendations should be made from a holistic student-centered perspective.
- Overlap in content is acceptable if mastery of fundamental skills is enhanced by application of varying disciplines.
- Department members are content experts and collegial consultation is the primary method for evaluating overlap across disciplines.
- Each discipline has its own perspectives and attributes. Overlap in some course content taught by different disciplines may broaden students' perspectives.
- It is reasonable and expected that within a discipline course content may overlap.
- It is reasonable and expected that course content may overlap across disciplines. (e.g., psychology, sociology, child development, biology)
- Articulation and transfer flexibility should be a consideration when considering duplication and overlap in content.

### **Overlap Consultation Process**

Faculty are responsible for assessing overlap for all new courses and overlap created through the modification of courses before submission. The Course Outlines of Record (COR) are the only documents used in determining content overlap. Faculty proposing a course with possible content overlap must contact department chairs, or for noncredit the faculty designee for Stage 2 of WebCMS, by email and ccing the Curriculum Liaison before submission of a course proposal. Departments have 60 days within the primary semesters to discuss overlap and either agree or disagree with the originator's overlap assessment.

Departments that agree with the originator's overlap assessment must specify agreement, in writing, to the originating department within that 60 days.

Departments that do not agree with the originator's overlap assessment must specify disagreement, in writing, to the originating department AND must include their own assessment of overlap within that 60 days. Departments that do not follow-up within 60 days lose the right to argue against the new course proposal. It is not appropriate to "stall" to prevent courses from moving forward.

Written and signed documentation of collegial consultation, which includes consultation dates, involved persons, and outcomes must be submitted with the course proposal.

Overlap questions shall be addressed in Section 1 of WebCMS.

### **Mediation Process**

When consensus cannot be reached, the Overlap and Mediation Work Group of the Educational Design Committee (EDC) and Curriculum and Instruction Council (C&I) will assess course overlap to determine whether the overlap in the proposed course is appropriate. In order to make this determination, members of the work group will follow the process outlined below:

1. Work group members will review answers to the questions regarding overlap provided by both departments as well as the Course Outline of Record for each course in question.
2. A representative from each department may address the work group and answer questions that arise.
3. The work group will submit its recommendation regarding the overlap to the Educational Design Committee. EDC will review the proposed new course for Title 5 compliance and follow the standard course review process.
4. EDC will forward the recommendation of the work group to C&I, and C&I will review the recommendation.
5. Once the mediation process has concluded, the curriculum liaison or assistant curriculum liaison will inform the Academic Senate.

Overlap will generally be considered appropriate if some or all of the following conditions are met:

- The skill set(s) taught in the overlapping courses is necessary for success in each course.
- The overlapping content is presented in different contexts or fills a different student need.
- The proposed course significantly varies in unit value, transfer status, or degree applicability.
- The proposed course is designed to meet the needs of different student populations so that the proposed course is unlikely to offer destructive competition to the existing course.

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