# CED CURRICULUM CONSULTATION EMAIL TEMPLATE

*Notes to Proposer:* **Copy and paste the email template below** *when contacting impacted parties for consultation, attaching all relevant proposals. For a set of curriculum changes within one program (e.g., several course changes or program change plus course changes), only one email is required per impacted party. All consultations must be completed* **prior to** *submitting proposals to the department curriculum committee. Complete the following consultations as appropriate for your proposal type(s):*

- *Your department chair (required)*
- *Relevant lead advisor (required for program changes, new programs, program elevations)*
- *Impacted CED faculty and/or program coordinators*
- *Impacted CED department chairs*
- *Impacted CSULB department chairs or faculty*

## Email Template

*Notes to Proposer: Draft a message requesting a consultation (see example below), and complete the Curriculum Proposal Information section of the email. The person being consulted will complete the Curriculum Consultation Record portion of the email in their reply. You may wish to specify a requested deadline for feedback (allowing 1-2 weeks).*

**Email Subject**: Consultation on XX Curriculum Proposal

Hello XX,

I'm writing to consult with you about an upcoming curriculum change in the X program. Please see below and the attached proposal(s) for more details and complete the Consultation Record section when you reply. I would also be happy to discuss the proposal(s) with you.

Thank you!
XX

*Curriculum Proposal Information*
**Faculty Proposer:**
**Department:**
**Program:**
**Date on Curriculum Document Consulted:**
**Anticipated Date of First Offering**: Semester:              Year:

**Proposal Type (*include all that apply and delete others*):**

| | | |
|---|---|---|
| ☐ New Program/Option | ☐ Program Elevation | ☐ Drop Course |
| ☐ New Minor | ☐ New Course | ☐ Re-activate Course |
| ☐ New Certificate | ☐ Course Change | |
| ☐ Program Change | ☐ Course Modality Change | |

**Course Changes:** *[include course number and titles for proposed new courses or course changes, if applicable]***:**

*Curriculum Consultation Record*
**Name:**
**Position:**
**Department/Program:**
**Comments:**