

**Course Submission and Consultation System (CSCS)**  
**College of Engineering Consultation Guidelines**  
**for the Office of Undergraduate Studies Proposals**

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(updated 09/08/08)

The purpose of this document is to provide guidelines for the use of consultation in preparing a proposal in the Course Submission and Consultation System (CSCS). This consultation system is designed to be general, for use by the entire faculty of the University. Since colleges have different review processes, and even departments within a college may have different processes, the means for incorporating individual processes into CSCS must be tailored by each unit.

An overview of steps that a course proposal undergoes in the College of Engineering is as follows:

1. Faculty member (or staff assistant) enters course proposal information into CSCS
2. Informal peer review provides initial feedback
3. Required faculty consultation occurs, including review by department committees
4. COE Undergraduate Studies Curricular Review Committee
5. CSCS electronic signatories for head of department, College SCCA representative, and associate dean for undergraduate studies
6. Senate Committee on Curricular Affairs Review

A proposal will undergo faculty consultation and committee review. Faculty consultation falls into two categories: *Peer* and *Required*. Peer consultation should be requested when seeking general input/feedback regarding a proposal. Peer consultants will have an opportunity to enter comments, but these comments should be meant to provide suggestions, not as an indication of approval. Note that a proposal cannot move forward in the CSCS system until all peer consultation has been received.

Required consultation must be requested from those individuals whose approval is deemed mandatory by departments, disciplinary communities, curriculum committee chairs, and review committees. For courses that may be offered at other Penn State campuses, the Director of Academic Affairs (DAA) and faculty who teach the course must be consulted. The office of undergraduate studies should be contacted for assistance if you should have any questions about consultation requests. There is a two-week time limit for requests for required consultation. If no response is provided within two weeks, the system accepts that as a default approval.

Proposals will be reviewed by up to three committees including a department curriculum committee, a college committee (Undergraduate Studies or Graduate Studies), and the Senate Committee for Curricular Affairs (SCCA). CSCS does not provide a distinct review mechanism for committees, so these reviews are currently processed outside of CSCS. To summarize the results of these reviews the following procedure should be followed. The chairs of department curriculum committees (or graduate committees) should be included as *Required Faculty Consultants*. This gives them access to the proposal, which they can then distribute to their committees. They will enter summary comments on behalf of the committee as their response in CSCS. The college-level committees will be provided with copies of the proposal by a college-level administrative assistant who will also enter summary comments on behalf of the committee and Engineering Faculty Council (EFC). Finally, after required signatories have been obtained the proposal is sent to SCCA. SCCA looks carefully at the proposal to ensure all appropriate consultation was performed.

The following steps should be followed by faculty when they enter a course proposal so that

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appropriate consultation takes place. The steps correspond to navigation pages in CSCS, though the actual sequence of steps will depend upon the type of proposal (add, change, or drop).

1. **Principle Faculty Member.** The faculty member responsible for the course is the *Principle Faculty Member*. The department staff assistant who is responsible for tracking the progress of the proposal should be listed as the *Submitter*. This arrangement gives both the faculty member and the staff assistant access to the proposal in CSCS, should editing be required.
2. **Proposal Type.** Select Type of Proposal (Add, Change, or Drop) as appropriate. Select Type of Review (Full or Expedited) as follows: use Full unless the proposal is for a minor course change, a new 400-level course that does not affect courses in other departments, or a drop affecting only majors in the department. Expedited reviews are typically seen by fewer people, though the approval process and timeline is the same for either type.
3. **Course Designation.** Select as appropriate from the menus.
4. **Required Faculty Consultation.** Enter the faculty member who chairs the department's appropriate committee that reviews proposals (e.g., Undergraduate Curriculum Committee or Graduate Committee). This will allow this person to enter their approval and comments, on behalf of their committee, as part of the proposal approval process. Additional faculty members may also be added here as appropriate. For example, faculty responsible for curricular development at other locations and within the same disciplinary community may be included. Members from all departments within the college should not be included here as a way of covering everyone. If the course will be cross-listed with other departments, then appropriate faculty from these departments (e.g., DAAs or curriculum committee chairs) must be included in the required faculty consultation. In addition, if the proposal is for an Honors course, add the Associate Dean of the Schreyer Honors College as required faculty consultation.
5. **Required Signatures.** Enter the appropriate department head. The College Representative and Dean's information will be pre-populated. If cross listing has been requested, enter the appropriate department/division head for each cross-listing.
6. **Request Consultation.** Enter any peer consultation here. This consists of consulting faculty who might provide guidance in the initial development of the proposal. Faculty are encouraged to seek non-required consultation, which otherwise would be not obtained, in the early stages of a course proposal. Peer consultation should be initiated before any other consultation. Faculty should also select the appropriate Essential Consultation group to provide consultation/review if necessary. Faculty should refrain from seeking essential consultation from these groups (e.g., Campus DAAs and College Department Heads) unless the proposal has such a wide impact that this kind of wide consultation is essential. Once all essential consultation is complete the proposal will be forwarded to the appropriate college-level review committee (e.g., Undergraduate Studies Curriculum Review Committee) and then EFC. Results of these reviews will be entered in the CSCS system by a college-level administrator.

Once consultation has been completed the proposal will be forwarded to the department head, the college representative for Curricular Affairs and the college dean for review and signature. If the proposal is for a program change, consultation with Administrative Council on Undergraduate Education (ACUE) will be initiated by the dean. Following approval, the proposal moves on to the Senate for review by its Curricular Affairs committee.