Hi John,

I was wondering if I could follow up on the Z461/561 category II proposal. At the end of the application process, there are mandatory letters/e-mails of liaison with other academic units. Bob Mason has already confirmed that the course could count toward the Biology Track II Marine Biology option and Kate Lajtha has confirmed that it could count toward the Environmental Science Aquatic Biology Specialization. At this time, we need to formalize the liaison.

According to the proposal regulations, the formal letters to Biology and Environmental Science are supposed to originate from the Proposing Dept. Chair (you or George?). The format is described in the link below (also copied in this message). The letters to Bob and Kate and their formal responses are supposed to be attached to the category II proposal before I could submit it. I would be grateful if you could do this (if you or George have not already done so). Thank you for your assistance.

All the best, Cynthia

http://oregonstate.edu/ap/curriculum/liaison.html

Format for Letter or E-mail of Liaison
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DATE:

TO: (Head/Chair/Director of relevant campus units which could be affected by the proposal and/or whose common subject matter pertains to the subject matter of the proposal.

FROM: Proposing Department/Chair/Director

SUBJECT: Curriculum Liaison

The enclosed/attached Category I/II proposal and attachments describe a (new degree program/option/minor, rename of an academic unit, reorganization of an academic unit, etc).

In accordance with the liaison criteria in the Curricular Procedures Handbook, this memo serves as notification to your (college/department/program) of our intent to make this curricular change.

Please review the enclosed/attached materials and send your comments, concern, or support to me by (2-4 weeks from date of memo). Your timely response is appreciated.

Please note that a lack of response will be interpreted as support.

Thank you for your time and input.

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Purpose of Liaison and Criteria
Appropriate liaison with other academic units is a mandatory element of every curricular proposal. If liaison is omitted, the proposal will ordinarily be regarded as incomplete and returned to its originator. The purposes of liaison are:

To gather information and opinions concerning the propriety and quality of the changes being proposed. 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. In addition to attaching all correspondence, it is the originator's responsibility to address concerns of relevant units.
To assure that students (including those outside the department) are not adversely affected by curricular changes.
To reduce duplication of curriculum and enhance complementarity of curriculum within the university.

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