COMMITTEE ON PREPARATORY EDUCATION
CONSULTATION PROCEDURE

In order to allow careful consideration of issues brought before the Committee on Preparatory Education (CPE) for consultation, and to assure that those consulting with CPE receive a timely and clear response, the Committee adopts the following guidelines:

1. Topics on which consultation is sought will be listed on the Committee's agenda. Deadline for agenda item submission is 5 p.m. the previous week before the next meeting.

2. Supporting documents for scheduled consultations will be distributed with the Committee's agenda. Deadline for submission of supporting documents is 5 p.m. the previous week before the next meeting, unless special arrangements are made with the Senate Office to circulate the documents in advance of the meeting.

3. The Committee will endeavor to respond in writing on all topics on which it has been formally consulted within two weeks of such consultation, indicating clearly whether further discussion is required, what recommendations it is prepared to make, and what further response, if any, is expected from those consulting before the consultative process is complete.

4. Unscheduled topics may be introduced and supporting documents may be distributed at Committee meetings, but the Committee will respond (either orally or in writing) after it has had the opportunity for discussion.

5. CPE's agenda will effectively close (no further submissions) two weeks before the end of the academic year to enable the Committee to finish pending business.

6. Invitations to consult with the Principal Officers are made directly with the principal officer, with a cc to the Campus Provost and Executive Vice Chancellor (CPEVC).

7. Information requests are made directly to the Principal Officers with a cc to the CPEVC.

cc: Chancellor Blumenthal
       CPEVC Galloway
       Vice Chancellors
       Academic Deans
       Committee on Academic Personnel
       Committee on Planning and Budget
       Graduate Council

Approved October 16, 2013 by 2013-14 Committee on Preparatory Education.