CAPC uses Impact Statements from faculty and deans to understand the effects of various curricular changes on other departments/programs. **It is incumbent upon any faculty member that is preparing a proposal to consider the impacts that their proposal may have on other courses or programs.** Note: there is a space at the top of CIM pages that cross-references a course/program with all catalog pages, other courses (e.g., prerequisites), and programs (e.g., as a requirement).

Impacts can vary and an impact statement typically takes the form of a narrative discussion of the anticipated positive and negative impacts of a given proposal. Impact statements can address issues of content, workload, or other matters. In some cases, no significant impact may be anticipated, and in such cases a statement indicating no perceived impact is still relevant. It is recommended that all involved parties engage in good faith conversation to attain a clear mutual understanding that can be expressed in writing.

Faculty preparers are to give all relevant parties **30 calendar days** to respond to the request for an impact statement. If an impact statement has not been received 3 weeks after the initial request, faculty preparers should remind relevant parties of the need for the impact statement. If, after 30 days, an impact statement has not been received, faculty preparers may proceed with their submission. Relevant parties may still supply an impact statement up until 7 calendar days prior to a CAPC General Assembly meeting where the proposal is scheduled for a vote. That is, the impact statement must be received prior to when the agenda for the assembly meeting is announced.

Impact statements may be solicited from regular faculty members, a departmental committee (e.g., a curriculum committee), or a department chairperson. Additionally, in some circumstances, the dean of a college hosting an affected course or program, or the dean(s) of college(s) otherwise impacted by a proposal may submit an impact statement (e.g., the Deans Council may do this for General Education proposals). All impact statements must include a qualitative assessment of the proposal (support / do not support) and should include additional narrative discussion as appropriate (Page 2).

|  |  |
| --- | --- |
| Name of person(s) providing Impact Statement: |  |
| Department/College: |  |
| Proposal that Impact Statement is in reference to: |  |

Role:  Faculty member(s) representing a particular course

Faculty member(s) representing a department

Chairperson of a department

Dean of a college hosting the course/program

Dean(s) of college(s) otherwise impacted by a proposal

Please check one:  I/we support this proposal.

I/we do not support this proposal.

**Please write or copy-paste your narrative impact statement in the text box below.**

Please rename this form and upload it in [CIM](https://nextcatalog.wcupa.edu/courseleaf/approve/) (edit the proposal in your queue and attach the form).