Impact Statements

Curriculum Workflow Revision:
New “Impacted Department” Workflow Stage

Impact Statements from other units can be requested directly in the workflow rather than prior to submission via email.

Please keep this in mind when considering the timing of submission – depending on how many impacted departments there may be, *please allow extra time* for departments to provide their feedback in the workflow.

All selected departments will receive the proposal at the same time, and the proposal will move to the Chair/Director as soon as all selected departments have reviewed.
Impact Statements in Workflow

**Required for all proposals: Internal Impact Statement**

If needing to request any **External Impact Statement(s)**, be sure to include information in your Internal Impact Statement, form comments, and/or Rationale about the change you are making and the impact it will have on other department(s).

**IMPACT OF CHANGE**

Internal Impact Statement

Deactivation of course has no internal impact, as this course has not been taught in several years. Course is listed as an elective in the *Africana* Studies B.A. and will be removed.

Include concerns from both within and outside of the originating unit (academic, resources, equipment, supplies, etc.).
1. Select “Yes” under “External Impact” if the proposal/change will impact a unit outside of your own.
2. Check the box next to department(s) that need to provide an impact statement. Be sure to thoroughly search the catalog if needed to find all possible impacts.

3. Send for review when form is complete – Departments Impacted will receive the form in the next Workflow State.
Reviewing and Providing Impact Statements in Workflow

1. Chairs (or their designee) will receive other departments’ curriculum proposals in their My Items for review.
2. Review the form and the requested change, including rationale, internal impact statement, comments, and other relevant areas.
3. Provide an impact statement of the change directly in the form. You may type your response in the dedicated comment box (“Department Impact Statements”) or upload a memo. Be sure to type your name or reference your area/program(s) - particularly if more than one department will be providing feedback.
4. Select “Approve Department Name” button at the top left of the form. This will then send the form onto the next step once all departments selected have given feedback. Right: A comment will be added to the Audit Trail when review is complete.
Resources

• **Contacts**
  • Meagan Crews, Curriculum Liaison Specialist ([Meagan.Crews@unco.edu](mailto:Meagan.Crews@unco.edu) / 1-3004)
  • Kim Betz, Curriculum Support Specialist ([Kim.Betz@unco.edu](mailto:Kim.Betz@unco.edu))

• **Resources**
  • [Registrar's Office: Curriculum](#)
  • [SmartCatalog Curriculum Workflow Login](#)