

Memo FCAA May 8, 2008 Temporary Course approval procedure
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DATE: 8 May 2008
TO: College Deans and Department Chairs/Coordinators
FROM: Bradley Greenburg, Chair, FCAA
RE: policy and procedure for establishing temporary courses

There has for a number of years been confusion regarding "title varies" and "revolving topics" courses. These terms have different meanings to different people and have made managing course offerings across campus very difficult.

As a result, we have hundreds of courses across campus that have never gone through the governance process but are regularly taught. These courses have only gone through the 10-day challenge period at the College level.

The following procedure has been established for those situations when a department needs to get a course up quickly or wants to offer a course on a temporary or 'pilot' basis.

At the meeting of May 8, 2008, FCAA passed the following motion:

Beginning 1 September 2008 there is a new policy and procedure for establishing courses on a temporary basis. Experimental courses and courses that need to be established quickly will go through the currently practiced 10-day challenge period at the College level. If approved, the course will be given a two-year lifespan, via Banner, during which it may be taught as many times as the department wishes. The course, since it has not gone through full governance, is not listed in the department's Academic Catalog entry. These courses will be referred to as "Temporary Courses".

If no curricular action is taken during the two-year lifespan, the course, including its number, is inactivated.

However, during the two-year lifespan of the course, the department may submit it for consideration through the standard process of full governance. If approved, the two year limit is removed and the course becomes an established part of the curriculum, including being listed in the department's Academic Catalog entry.

Given the new policy and procedure for establishing courses on a temporary basis, departments no longer need a 'shell' course under which temporary courses, commonly designated by a letter after the course number, are proposed. Departments proposing a temporary course as described above must pick a course number not used within the past 10 years. This number will stay with the course if the course is eventually approved through full governance. If the course is inactivated after its temporary lifespan of two years, the course number is also inactivated for 10 years.

This motion establishes a procedure that applies only to courses proposed after September 1, 2008.

FCAA will, at a later date, communicate to all departments a procedure addressing already-existing courses that have not passed through full governance.

The Council's intent is to create a more workable and consistent process that assures curricular integrity.