

MEMO

To: Curricular Committee, Department Chairs and Coordinators

From: Effie Kritikos, FCAA Chair

Date: October 8th, 2009

Re: Curricular inactive file option

Courses in the published catalogue should be taught at the very least every two years. If a department cannot make this commitment, it may choose to keep a course active in the master file and not have it published in the catalogue. *All courses that the departments want to retain as active in the master file must still go through FCAA approval process.* If the course does not go through the FCAA approval process, the course will be made inactive, which means that the course number cannot be used for the next ten years (at the end of this time, the department will have to put it through curricular governance if it wants to reuse the course number). To have a course stay active but not be published, a department can send an email or a memo to Ana Villate stating that the department wants the course to stay on the record but not to be published in the catalog.