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## **MEMO**

**DATE:** 20 November 2008

**TO:** College Deans and Department Chairs/Coordinators

**FROM:** Effie Kritikos, Chair, FCAA

**RE:** Curricular clean up

Last spring, the Faculty Council on Academic Affairs passed the following motion defining a new procedure for establishing a limited lifetime for courses that have only gone up for a 10 day challenge (sometimes called “title varies courses”):

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 procedure applies to courses proposed after September 1, 2008. **But there are many other courses that, prior to September 1, 2008, only passed the “10-day challenge” at the College level and have not passed through full governance.** These courses were to be taught a maximum of three times before the department was to submit them for full governance. This ‘three times’ rule has been disregarded in most cases and we currently have over 600 courses campus-wide that have never passed through full governance.

**Attached is a list of such courses in your department.**

For each course, FCAA needs to know whether your department would like to: **A)** retire the course; or **B)** establish the course through full governance, thereby formalizing its place in your

curriculum and having it listed in the Academic Catalog. Given the 600+ courses for which this decision must be made, FCAA has established streamlined procedures for options A and B above and we ask that you do the following:

1. Check the list for accuracy. It was created last year and if you have made any major curricular changes since then, the list may not be accurate. Also determine if FCAA missed any other courses that have not gone through full governance.
2. Decide whether the course should be retired. List each course to be retired on a memo to FCAA stating that the department requests the courses be deleted and FCAA will take care of retiring the course.
3. For each course that is to remain in your curriculum and will need to pass through full governance, please compile and complete the following:
  - a. A current, detailed syllabus for the course, with its current title and number.
  - b. Complete the attached form

Please compile this information for all department courses and submit them as a package to FCAA.

Departments have until (DATE) to submit courses to this streamlined process. After this date, Banner will delete this course from the curriculum.

The Council's intent in this abbreviated review process is to eliminate courses no longer taught, enable a fairly rapid conversion of those courses that are regularly taught, while ensuring curricular integrity.