To: UCC

From: K. Laurie Dickson, Associate Vice Provost – Curriculum and Assessment

Re: Courses not taught in 5+ years

The Academic Catalog is a multifaceted tool that serves many audiences and serves as the authoritative source for all academic requirements. The catalog should display active, regularly taught courses that support degrees offered. The Academic Catalog currently displays over 5,000 active courses, including University Course lines. To ensure accurate information is available, the following is proposed:

1. Annual reports will be sent to Associate Deans listing courses that have not been taught in five or more years.\*
2. Any courses, that have not been taught in five years, that the college would like to have remain in the active course listings, must be justified by the college and approved by the Dean, in memo form, to the curriculum office.
3. All courses that are not requested to be kept as an active course will be inactivated. The course will not be able to be scheduled and will not be viewable in the Academic Catalog.
4. If, at a later time, the college would like to reactivate a course that was previously inactivated, the course can be brought back as a consent item through the curricular process, as long as the course is the same course as when it was inactivated.

Tentative Timeline

1. The list of courses that have not been taught in five years will be sent to Associate Deans each fall semester.
2. Justification to keep a course active must be received 30 days following receipt of the list.
3. A list of the inactivated courses will be sent to the Associate Deans, Chairs and Schedule of Classes Coordinators in February.
4. A finalized list of courses to be inactivated will then be submitted to the catalog editor for removal from the next academic catalog.