November 19, 2015

To: Laurie Burton, President, Faculty Senate

From: Cat McGrew (Interim Registrar) Director of Academic Affairs & Operations, Office of Academic Affairs

Re: Proposal for course number clean-up in an expedited curriculum process

Introduction
One challenge for faculty members (who wish to submit proposals for either new courses or temporary course approvals), is identifying course numbers that are available to use, particularly in departments with a limited inventory. This is further complicated by a process that currently enables inconsistencies between course data in Banner and the print catalog. (This process will be improved by moving all course data into Banner and extracting it as needed for print catalog or departmental websites.)

In an effort to help faculty with curriculum proposals this year, the Office of Academic Affairs has looked at Banner course data and is proposing a process to expedite information sharing.

Policy Context
Currently, academic policy limits using a course subject/number for seven years after that course is inactivated. This policy arises from students' ability to apply to graduate under any one of seven catalog years, starting with the year they begin as a freshman (see page 10, Academic Catalog). If the course number is reused earlier than seven years, graduation evaluations cannot be done accurately.

However, a review of course data extracted from Banner found courses coded as active, but which have not had enrollment in course sections for some time. Our office intends to provide this information to departmental heads for faculty review. If academic depts. choose to inactivate courses which have not been offered in the last seven years, then Academic Affairs sees this as consistent with current policy. We would like to expedite and simplify the process so that those numbers may be available for this curriculum proposal cycle and used in new courses next year. The idea was presented to the Curriculum Committee on Tuesday, November 17th, and received a unanimous vote of support.

Contact person for proposal and implementation:
Until December 15: Cat McGrew, Director of Academic Affairs and Interim Registrar
After December 15: Amy Clark, Registrar

PROPOSAL for Course Number Cleanup
This proposal intends to define a process by which academic departments may expedite the process of inactivating courses which have not had enrollment in the past seven years. This is intended as a one-time cleanup for catalog course data, to be completed before this curriculum proposal cycle ends.

1. Department heads will receive a spreadsheet of courses coded as active, but with no enrollment since 2009-2010.

2. Department heads will work with their faculty to determine whether a course should be maintained or inactivated. Courses to be inactivated should be marked on the spreadsheet. (Assistance is available from Academic Affairs staff.)

3. We strongly recommend a one-document submission so that there is only one source document per department, and consequently, less likelihood of data and data entry errors. Depts are encouraged to use the title of "[Dept code]-Inactivated Course Clean-up" for this document.

4. The marked spreadsheet should be submitted as one document via the curriculum portal for the standard review and routing process. If the Faculty Senate Executive Committee approves these proposals without submission to the full Faculty Senate, the Registrar's Office will ensure that a full list of inactivated courses is distributed to all academic depts.

5. Course numbers inactivated by this process will be available again for courses that start Fall 2016.

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