ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-776-14

RESOLUTION ON
INACTIVATING AND REACTIVATING COURSES

1 2	WHEREAS,	The Academic Senate is responsible for the approval and maintenance of all curricula at Cal Poly; and
3 4	WHEREAS,	Once approved by the Senate the only mechanism to remove a course from the catalog is for the owning department to propose discontinuance; and
5 6	WHEREAS,	Many courses that have not been taught in years (or have never been taught) appear in the catalog; and
7	WHEREAS,	The catalog is a tool we provide to current students to plan their academic careers; and
8 9	WHEREAS,	The catalog is visible to prospective students who may base their application or acceptance, on courses listed; and
10 11	WHEREAS,	An accurate up to date course inventory is crucial in forecasting course demand for degree applicable courses; therefore be it
12 13	RESOLVED:	That the Academic Senate endorse the attached Policy for Inactivating and Reactivating Courses; and, be it further
14 15 16	RESOLVED:	That the Academic Senate (via the administration by the Academic Senate Curriculum Committee and Registrar) begin implementing this policy for the 2015-17 catalog review cycle.

Proposed by: Academic Senate Curriculum Committee
Date: October 24 2013

BACKGROUND OF STALE COURSES AND THE POSITION OF THE ASCC

Prior to the 2013-15 catalog, there were 722 courses that had not been taught in more than 10 quarters, or possibly not ever taught. While not ordinarily burdensome, the normal process to remove courses from the catalog involves filling out course modification forms. Given the large number of courses that were identified as candidates for deletion, the Registrar (with agreement and support of the ASCC) provided departments with lists of these inactive courses with simple checkboxes to identify which courses to retain and delete during the 2013-15 catalog cycle. While some departments removed many inactive courses, others retained all or most of their stale courses. Currently there are over 571 courses (not counting new courses introduced in the current or previous catalog or courses that are selected topics/individual studies, etc.) that have not been offered in the past 2 years. Of those, there are 280 courses that have not been offered in the past six years.

It is the view of the ASCC that the Cal Poly catalog should provide accurate and timely listings of courses that students have the ability to take. The catalog is a resource used by current students for planning and prospective students for recruiting. Not offering the courses in the catalog with regularity is a disservice to our students. While we continue to encourage departments to formally delete courses that they have no intention of teaching, we recognize that there are reasons to retain some courses on an inactive status. The attached proposed policy for inactivating and reactivating courses provides these mechanisms.

POLICY FOR INACTIVATING AND REACTIVATING COURSES

Inactivation

Each catalog cycle the Registrar shall provide to each department a listing of courses that have not been offered for six (6) or more years (i.e., three catalog cycles). These courses will be flagged as inactive and the department will be notified of this status. Inactive courses will not appear in the subsequent Cal Poly catalog and will not be available for scheduling until reactivation.

Reactivation

If an inactive course is so old that it does not have any learning objectives on file with the A Registrar's office, a new course proposal and Senate approval will be required to reactivate the course. As class schedules are typically developed at least two quarters in advance, proposals should be submitted to the ASCC at least three regular academic quarters prior to the quarter the course is to be offered.

A request to reactivate a course should be made by department heads/chairs to the Registrar no less than two quarters prior to the desired quarter to begin reoffering the course (e.g., to offer an inactive course in Spring, contact the Registrar in the Fall quarter). If a course has learning objectives on file with the Registrar, the course may be reactivated provided there are no active courses with learning objectives similar to the inactive course and the respective associate dean acknowledges that sufficient resources to support the course are available or will be provided. Requests to reactivate courses will be reviewed by the Registrar with concurrence from the ASCC. If the learning objectives of the course to be reactivated overlap with those of existing courses, or other problems emerge, it may require more than two quarters to determine if the course may be reactivated and, if appropriate, reactivate the course.

Exemptions

Special problem courses (e.g., 200, 400), Special/Selected Topic shell courses (e.g., 270, 271, 470, 471), and internship/coop courses (e.g. 485, 495, 585, 595), will be exempt from automatic inactivation.

CAL POLY

SAN LUIS OBISPO

To: Steven Rein
            Chair, Academic Senate

Date: **March 24, 2014**

From: Jeffrey D. Armstrong
              President

Copies: K. Enz Finken
                S. Olivas
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Subject: Response to Academic Senate Resolution AS-776-14
                 Resolution on Inactivating and Reactivating Courses

This memo formally acknowledges receipt and approval of the above-entitled Academic Senate resolution.

Please express my appreciation to the members of the Academic Senate Curriculum Committee and the Registrar for their attention to this matter.