

## TASK FORCE RECOMMENDATIONS/NOTES

If a course has not been offered within 3 years/6 terms, it needs to:

- a) be deleted or
- b) undergo the Petition Process:

Petition Process:

- “DEFEND DAY”: Curriculum Committee meeting dates specifically designed for defending/arguing for or against a course’s deletion. A faculty member must be present from the discipline; we’ll need to provide options for faculty who can’t attend the Tuesday CC meeting time slot. Perhaps these meeting dates can fall outside of the normal CC meeting times? A side benefit of Defend Day is that open, process-driven dialogue can occur, where parties are heard and minutes are recorded.
- CRITERIA: various elements will need to be considered including (but not limited to):
  - How does the course fit into students’ 2 year Ed Plan?
  - What is this course’s impact to the degree/certificate program?
  - Does deletion affect a transfer degree’s ability to articulate 51% of its major level courses to that same major at a UC/CSU?
  - How is the course tied to the institutional mission, etc.?
  - Is the course essential to success for transfer or transition to the workplace?
- Other things to consider:
  - Scheduled vs run: some courses don’t make
  - Misc. circumstances (ex: how/was a course promoted? Was it printed in the schedule incorrectly?)
  - Administrative considerations: fill rates, FTEs, funding, etc.

Once through the Petition process, the course must be offered sometime within the following year or it will be deleted.

The task force also suggests that the Program Discontinuance [or whatever its new name may soon be] process/policy should be better linked to the Program Review process.



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