

## Columbia College Curriculum Committee Course Sunset Policy and Procedure

Title 5 §55003 requires course outlines of record (CORs) be revised every six years (every two years for CTE programs, prerequisites and advisories). The Columbia College process includes a five-year curriculum review requirement. CORs that are out of compliance jeopardize transfer, articulation, and licensing requirements. In addition, courses should be included in the two-year course offering plan. To avoid deactivation, any course that is identified as out-of-compliance\* must be successfully addressed by the catalog deadline in the Fall. Therefore, CORs that have not been revised in five or more academic years will be subject to the following sunset procedure:

### DEFINITIONS:

**\*Out of Compliance** means one or more days past due for a 5-year review and/or class has not been successfully offered in the last 2 academic years.

**Successfully offered** means the course was scheduled and students enrolled and received grades.

**Not offered** means either not scheduled or scheduled and cancelled.

### 1. CURRENT SUNSET LIST:

#### i. First two weeks of March –

- a. If a course has been on the Sunset List after a year, (more than 6 years since last review or more than 1-year past review date), the course cannot be offered in the subsequent Academic year.
- b. Curriculum chair will notify the VPI of the list of courses that may not be offered until the curriculum has been reviewed.
- c. Courses remaining on the Sunset List will be proposed for deactivation in the following Fall semester.

#### ii. September –

A list of courses proposed for deactivation will be published as an informational item on the first Curriculum Committee meeting agenda in September. The Curriculum Chair, in collaboration with the Instruction Office, will initiate administrative deactivation proposals in the curriculum management system and the courses will be removed from the catalog and any related awards.

If a course is deactivated, the course may be reactivated by completing a course reactivation proposal in the curriculum management system. The timeline for approval of a reactivated course may vary greatly, as the course must be reviewed and approved at both local and state levels and sometimes by various articulation agencies. The timeline for final approval at the Chancellor's Office cannot be predicted. Faculty should also be aware that various programs may be impacted by deactivations.

### 2. SUNSET LIST FOR THE FOLLOWING YEAR:

#### i. Spring semester –

- a. The Curriculum Chair will notify all faculty and Division Deans/VPI of courses out of compliance for either course offering and/or curriculum review.

The Curriculum Chair will send a potential Sunset List of CORs that are out of

compliance (one or more days past due for a 5-year review) or will become past due in the next semester, to all full and part-time faculty, and division deans, notifying faculty that they must review out-of-compliance courses by the Curriculum deadline. The semester the course was last successfully offered (course was scheduled and students enrolled and received grades) will also be included on the Sunset List. The Curriculum committee will notify and work with the discipline/assigned faculty to get the course reviewed by the next curriculum submission deadline.

- b. Courses that have not been offered (either not on the schedule or on the schedule but cancelled) in the last two academic years will also be published on the Sunset List and follow the same procedure as out-of-compliance CORs. **Deans and Faculty will discuss this course as part of program review.** A plan will be made for offering or deactivating the course.

#### ii. August –

The Sunset List for the following year will be included as an action item on the first fall semester Academic Senate meeting agenda, with the goal of making sure all courses on the list have an assigned faculty member for the review responsibilities (Curriculum Faculty Responsibility List).

### EXEMPTIONS

- Exemptions/extensions may be granted if a written justification is submitted to the Instruction Office and the Curriculum Chair for placement on a future Curriculum Committee meeting agenda, requesting approval of the exemption/extension request. Exemptions for the current year's Sunset List must be submitted by March 1<sup>st</sup> (in line with the spring Curriculum Submission Deadline).
  - In the exemption request to the VPI and Curriculum Chair (cc Curriculum Specialist), Faculty/Deans must state why they were unable to offer the course and/or review the curriculum within regulatory timelines.
  - The request can be for a 1-year course offering exemption and/or a one year curriculum review exemption.
  - The request will be reviewed and voted on by the Curriculum Committee.
- Independent Study and Special Topics courses are exempt. Examples of exceptions/extensions may, but do not have to be granted, for situations where curriculum review is due the first year of a new faculty member's employment, when faculty load pushes curriculum work to a summer project, or a plan is in place for a significant remodel of a department's entire curriculum.

An exemption may also be granted for elective courses that have a planned offering of every three years.

### EXTENUATING CIRCUMSTANCES

Some extenuating circumstances may cause courses to pass the six-year compliance deadline (E.g., request for extension granted by Curriculum Committee, delay in the curriculum approval process, etc.). Every attempt shall be made to update the course approvals as quickly as possible once the deadline has been passed.