

AP&P COMMITTEE PROCEDURES

SUNSET POLICY

Department Initiated Course Drop

A Request to Drop a Course form should be submitted when a department agrees to drop a credit course that has been successfully taught within the previous two years. These forms are submitted when a new course replaces an old one, or when the department wishes to remove a course from the curricula. The form requires approval by the department and is distributed to the committee for review. Please ensure prior to submitting a request to drop that a review of possible impact to other courses and programs has been done and affected faculty are aware of changes in the curriculum. This process may also be completed via the Course Deletion proposal process in CurricUnet.

SUNSET LIST (FALL SEMESTER)

Any credit course that has not been taught for a period of two calendar years will be placed on a sunset list, where it will remain for one year. The office of the associate superintendent, vice president, academic affairs through the AP&P representative will notify departments, when a course is placed on the sunset list. During that semester, the department will be required to present a response to the committee via the First Appearance Report form in regard to the course. Should the department wish to offer the course again, via department vote, the academic dean's signature guarantees that resources to support the course will be or are available in order to schedule the course for either of the next three semesters, i.e. spring, summer, and/or fall. **If the department does not submit a response to the committee via the First Appearance Report form, or the response rationale is not approved by the committee, the course will be dropped from the catalog.**

Subsequent to a course remaining on the sunset list for one year, if a course is yet again not successfully taught during that year, it will appear for a second time on the sunset list during the fall. At this time, should the department vote to offer it again, the department will be required to present a response to the committee via the Second Appearance Report form in regard to the course. **The course will be reviewed at a regularly scheduled committee meeting that semester.** Again, the academic dean's signature guarantees that resources to support the course will be or are available in order to schedule the course for any of the next three semesters, i.e. spring, summer, and/or fall. The course initiator, lead instructor, or department designee should attend the scheduled committee meeting to present the department's rationale for retention to the committee.

Rationales for offering the course again may be sent forward to the committee without the signature of the academic dean in the event the dean cannot commit resources sufficient to support the course's offering.

Exempt

Courses in the areas of Emergency Medical Services, Environmental Health and Safety, Fire Technology, Wildland Firefighting, and Law Enforcement, as well as Special Topics x99 (ex. 199, 399, 499, 599) courses that are not core to any degree/certificate program are exempt from the Sunset Policy. The program coordinators in these disciplines will review their list of courses annually and drop curriculum that is no longer in use by the program.

First Appearance Report

Six response rationale options (see below) are provided on the form, which is to be completed based on departmental agreement. It is recommended that if option 3, 4, 5, or 6 is selected, the appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. Option 4 courses will be exempt from the Sunset Policy. Should option 3 or 5 be selected, course status will be reviewed subsequent to each option's process. Should option 6 be selected and

approved, the course status will be reviewed by a date specified by the committee. Courses successfully taught will be removed from the sunset list. For courses not successfully taught, and non-approved response rationales, courses will move to the Second Appearance Report.

Second Appearance Report

Six response rationale options (see below) are provided on the form, which is to be completed based on departmental agreement. It is recommended that if option 3, 4, 5, or 6 is selected, the appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. A copy of the rationale submitted the previous year requesting retention of the course should also be included. Option 4 courses will be exempt from the Sunset Policy. Should option 3 or 5 be selected, course status will be reviewed subsequent to each option's process. Should option 6 be selected and approved, the course status will be reviewed by a date specified by the committee. Courses successfully taught will be removed from the sunset list. For courses not successfully taught, and non-approved response rationales, courses will be dropped.

Courses That Have Been Dropped: When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years. Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted via the current curriculum approval process. While the new course may be based upon a previously dropped course, the new course proposal should include revisions necessary to ensure course currency.

Please Note: Current and future consideration should be given to a dropped course and its potential impact on: other courses; existing degree programs; existing certificates; course articulation; and C-ID (Course Identification Numbering System) status.

Response Rationale Options

1. This course should not be on the sunset list because it was offered successfully.
2. The department concurs that the course should be dropped from the curriculum.
3. Offer again during the upcoming Spring, Summer, and/or Fall terms.
4. The department wishes to change the course to a Special Topic x99 (ex. 199, 399, 499, 599).
5. The department wishes to retain the course, with course modifications via the current curriculum proposal process.
6. The department wishes to continue with this course due to extenuating circumstances.