Course Inactivation for Courses Not Offered or Taught
Standard Operating Procedure (SOP)
San Mateo County Community College District (SMCCCD)
9/19/22
PILOT-2022/2023 Academic Year

Purpose: Courses taught in the San Mateo County Community College District, i.e. Cañada College, College of San Mateo, and Skyline College, must be kept current to reflect relevant content, technology, and learning outcomes to comply with the Accrediting Commission for Community and Junior Colleges (ACCJC)[1]. This compliance ensures students "receive current, clear and accurate information about educational courses and programs." A key step in this process is to remove courses from the catalog that the college no longer offers.

Furthermore, an up-to-date listing of courses aids academic counselors in creating accurate student education plans (SEPs) so that students can plan for future semesters, and division deans and faculty can schedule courses that support student completion of their educational goals. Therefore, courses not taught within a specified period of time should be reviewed and then inactivated within Banner to maintain an accurate course bank.

Course Sunset Timeframe: Courses that have not been offered on the schedule of classes or have not been taught in the *last five academic years* shall be inactivated.

Course Reactivation Process: Courses may be reactivated after going through the course approval process at any of the SMCCCD curriculum committees.

Banner Definitions

Courses have four statuses within Banner:

- **A = Active** Courses taught within the last two years
- **P = Pending** Courses that are currently being developed for a future term
- **I = Inactive** Courses that have not been taught within the last two years or that the SMCCCD colleges have agreed to be inactive
- **D = Deleted** Courses (Not Used)

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[1] ACCJC Accreditation Standards Adopted June 2014, Section 2.A.16: https://accjc.org/eligibility-requirements-standards-policies/

Revision Notes: 5/17/22: Removed Course Outlines of Record (CORs) and Title 5 §55003 reference; will pilot in Fall 2022 for revisions and feedback to the SOP. Added Academic Counselors & Articulation Officers to Informed (I) Matrix. Removed The Curriculum Chairs will include the list of courses as an Informational Item during the *first College Curriculum Committee Meeting of the academic year* for the pilot year.
Revision Notes: 9/19/22: Added "PILOT-2022/2023 Academic Year" to the title of the SOP. Added curriculum specialists to #1 & #2 tasks for "Process for course inactivation". Adjusted timelines under "Process for course inactivation" #4: Added November; #5 Removed November and added "during the first D.C.C. meeting of the spring semester"; #6 Removed November and added January/February; #7 Removed December/January and added March. Added clarification to #5 regarding exemption request to be "in the form of an emailed memorandum".

NOTES:

- Federal and State entities equate a "banked course" to an "inactive course"; therefore, Banner reflects it as such.
- In Banner, course status is determined at the district level rather than at the college level, so when a course is activated, it is active at all three colleges in Banner, and when it is inactivated, it is inactive at all three colleges.
- Courses that are required for an SMCCCD degree or certificate but have not been taught in the past two academic years should undergo careful consideration in regard to program completability.

- RACI Matrix for the Course Inactivation Standard Operating Procedure (SOP):

	SMCCCD Position
Responsible (R)	Vice Presidents of Instruction, Curriculum Chairs, Curriculum Specialists
Accountable (A)	Division Deans
Consulted (C)	Discipline Faculty
Informed (I)	College Curriculum Committees, Academic Counselors, Articulation Officers

Process for Course Inactivation:

1) ***By August 1*** of each year, a list of courses that meet the SOP criteria will be sent to the curriculum chairs, vice presidents of instruction, and curriculum specialists by the District Educational Services & Planning Department.

2) The curriculum chairs, vice presidents of instruction and curriculum specialists will review the list to determine if any of the listed courses are required courses for the completion of any degrees or certificates at the college.

3) Any required courses will be sent to the associated division dean to engage with the appropriate faculty members to discuss the completability of the connected degrees and certificates and determine next steps, as appropriate, including potential program inactivation and a plan for completion for students already in the program, course substitution, and/or future course replacement, in the catalog.

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4) **In October/November,** the curriculum chair and the vice president of instruction will apprise the college curriculum committees about the list of courses to be inactivated including the plans for what to do about the impact on program completability of required, but non-offered or inactivated courses.

5) Exemptions to the course inactivation SOP may be granted if a written justification, in the form of an emailed memorandum, is submitted to the college curriculum chair for placement on the agenda of the first meeting of the Spring semester of the district curriculum committee.

6) **During the first meeting of the spring semester**, the district curriculum committee will discuss any submitted exemption requests and provide final recommendations for course inactivation.

7) **In March,** the courses to be inactivated will be listed as an Informational Item on the college curriculum committee agendas, inactivated in CurricUNET, sent for approval to the Board of Trustees, inactivated in Banner, and removed from the catalog.