

2C. Modifying, Banking, Deleting, and Reactivating Courses

Modifying Courses

Faculty are responsible for making certain that CurricUNET has accurate and current information about courses and programs. Updating and revising your curriculum is an ongoing, necessary, and crucial aspect of curriculum management.

Revising and/or updating any part of a course outline is known as a “course modification,” and is done through CurricUNET. Since the course outline (COR) is generated by CurricUNET, a course modification automatically updates the COR.

There are many reasons for modifying a course, ranging from revising the catalog course description and lecture content to updating textbooks and assignments. Moreover, all course outlines must be reviewed as part of the Comprehensive Program Review process, which occurs on a 6-year cycle.

- **When submitting a course modification, every CurricUNET screen for the course must be reviewed and updated as necessary, even if the intent is only to change one or a few items regarding the course.** When a course modification is received by the Curriculum Committee, they review every aspect of the course from top to bottom, even if only one change has been made. This level of scrutiny is not intended to be punitive. Instead, this oversight helps ensure that all curriculum information is accurate, current, and meets state regulations and accreditation standards.
- When modifying a course that has a cross-listing (for example, PHYS 114 is cross-listed as CHEM 114), you must make the same modification(s) to the cross-listed course. Each course must be modified and submitted separately on CurricUNET.
- In order for course modifications to be effective for a specific semester, faculty must meet the deadlines noted on the Curriculum Committee calendar.
- Directions for completing and submitting a course modification are found on the Curriculum Committee website.
- Only courses with ACTIVE or BANKED status on CurricUNET can be modified.
- You cannot modify a course that already has a modification pending on CurricUNET.

Banking Courses

An accurate list of course offerings is essential for students’ educational planning, therefore the Curriculum Committee reviews and approves all requests to bank and delete courses.

Banking a course is temporarily deactivating a course, removing it from the catalog until further action is taken. Any existing articulation for the course is preserved while it is banked. If a course has not been offered for two consecutive academic years, the course must either be banked or deleted from the curriculum.

A course will be banked if a Dean (in conjunction with department faculty) submits a request to bank a course and the request is approved by the Curriculum Committee. When a course is banked, it may remain banked for up to two consecutive academic years. During the second year it's in banked status, the Dean and faculty must decide to either offer the course (i.e. reactivate it) within the next academic year, or delete it.

It is often the case, however, that courses in “active” status haven't been offered in two or more years and faculty are unaware of this or uncertain how to proceed. Therefore, Deans will periodically be sent a list of active courses that haven't been offered for two or more years. Deans and faculty must decide within the next academic year either to bank or delete the course.

To bank a course:

1. Faculty/Deans must first contact the college Articulation Officer so that he/she may apprise them of any articulation concerns regarding a decision to bank.
2. The Articulation Officer will provide faculty/Deans with an *Articulation Impact Report*.
3. Contact the Curriculum Specialist in the VPI Office and request a *Proposal Impact Report*. This report will specify programs (i.e. degrees and certificates) that will need to be modified as a result of banking a course or courses.

NOTE: Banking courses could impact Skyline programs outside your discipline that include your course(s) in their program. Therefore, the VPI Office will notify faculty/Deans of any programs impacted when another discipline banks courses that are included in other college program(s). All programs impacted by courses banked by other disciplines must submit a *Modified Program Proposal* on CurricUNET in order to keep their program course listings accurate.

4. Submit a memo (in Word format) to the Curriculum Specialist in the VPI Office addressed to the Curriculum Committee. The memo comes jointly from the Dean and the program faculty and includes the following:

- department, course number(s), and course title(s)
- reason(s) for banking the course(s)
- the catalog year in which the banking becomes effective, which is typically the following academic year (e.g. 2018-19 catalog)

Deleting Courses

Deleting a course will remove it from the catalog and from any associated programs in which the course had been included. Deleting a course will remove all course articulations. If the course is later re-created, it must be re-submitted for articulation.

To delete a course:

1. Faculty/Deans must first contact the college Articulation Officer so that he/she may apprise you of any articulation concerns regarding a decision to delete.
2. The Articulation Officer will provide faculty/Deans with an *Articulation Impact Report*.

3. Contact the Curriculum Specialist in the VPI Office and request a *Proposal Impact Report*. This report will specify programs (i.e. degrees and certificates) that will need to be modified as a result of deleting a course or courses.

NOTE: Deleting courses could impact Skyline programs outside your discipline that include your course(s) in their program. Therefore, the VPI Office will notify faculty/Deans of any programs impacted when another discipline deletes courses that are included in other college program(s). All programs impacted by courses deleted by other disciplines must submit a *Modified Program Proposal* on CurricUNET in order to keep their program course listings accurate.

4. Submit a memo (in Word format) to the Curriculum Specialist in the VPI Office addressed to the Curriculum Committee. The memo comes jointly from the division Dean and the program faculty and includes the following:

- department, course number(s), and course title(s)
- reason(s) for deleting the course(s)
- the catalog year in which the deletion becomes effective, which is typically the following academic year (e.g. 2018-19 catalog)

Impact of Course Banking and Deletion

- Banking and deleting courses could impact articulation agreements. Therefore, please consult with the college Articulation Officer before banking or deleting any course.
- Banking and deleting courses could alter certificates and degrees in your discipline. If so, faculty must complete a program modification for all impacted programs in your discipline on CurricUNET (see section 3C: Modifying Programs).
- Banking and deleting courses could impact Skyline programs outside your discipline that include your course(s) in their program. Therefore, the Office of Instruction will notify faculty/Deans of any programs impacted when another discipline banks or deletes courses that are included in other college program(s). All programs impacted by courses banked or deleted by other disciplines must submit a *Modified Program Proposal* on CurricUNET in order to keep their program course listings accurate (see section 3C: Modifying Programs).

Reactivating Courses

To reactivate a course that has been banked:

A faculty member submits a *Modified Course Proposal* in CurricUNET. (A memo to the Curriculum Committee is not necessary.)

NOTE: A course reactivated from banked status will have an effective date of the fall semester of the following academic year, which assures that a reactivated course is appropriately documented in the catalog. This is especially important for the purposes of articulation and transfer.

To reactivate a course that has been deleted:

A faculty member must create the course anew, and submit a *New Course Proposal* on CurricUNET.