



MEMO

To: Academic Deans and Associate Deans
From: Brian Reed, Associate Provost for Teaching and Learning *BR*
RE: New Operating Policies and Procedures for Course Listings and Course Monitoring
CC: David V. Rosowsky, Provost and Senior Vice President
Date: November 13, 2018

I am writing to advise you of new operating policies and procedures for course listings and course monitoring

[REDACTED]

The necessity of these measures became apparent from our re-accreditation self-study and the work of the Educational Stewardship Committee. The purposes are to provide students with accurate information, to ensure compliance with accreditation standards and University policy, to help prevent content overlap between proposed new and existing courses, and to promote collaboration among departments and their schools and colleges.

Please designate one or more people to complete the noted tasks in the following three categories.

I. Deactivate Courses That Have Not Been Offered for Three Years

Below are NECHCE Standard 9.22 active courses that have not been offered for three consecutive years except
[REDACTED]

II. Ensure Special Topics Courses have a Description & are Offered No More Than Three Times

Policy: University policy states that a special topics (ST) course can be offered no more than three times within a ten-year period. When this threshold is reached, the course must be reviewed and approved by the appropriate curriculum committee(s) and assigned a permanent course number before it may be offered again. In addition, per the Collective Bargaining Agreement (Article 16.20), and because ST courses are not listed in the University Catalogue, each course listed in the Schedule of Courses, *including ST courses*, must have an Expanded Section Description or course syllabus posted and accessible via the student portal.

We have become aware of infractions of these policies, therefore, the following rules of operation are effective immediately:

- The academic units must ensure compliance with the University policy on ST course offerings (the “three-times rule”).

• The academic units must ensure their special topics courses listed in the Schedule of Courses have an

Expanded Section Description or link to the current or a recent course syllabus.

- Changing the title of a special topics course to avoid the “three-times rule” is not permitted.
- Each unit is responsible for maintaining a permanent historical record of all ST courses and their contents (students and graduates often request such information).

[Procedure for Resolving Curricular Disputes](#)

Procedures:

[Return Academic Units](#)

1. The academic unit must ensure that all special topics courses listed in the Schedule of Courses have an Expanded Section Description or link to the current or a recent course syllabus.