

MJC Curriculum Committee 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). CORs that are out of compliance jeopardize transfer, articulation, and licensing requirements. Therefore, CORs that have not been revised in six or more academic years will be subject to the following sunset policy:

- A list of CORs that are six years old or more (out-of-compliance) will be published as an informational item on the first fall semester Curriculum Committee meeting agenda, putting department faculty on notice that the course has been placed on the sunset list. The date the course was last offered will also be included on the agenda.
- Courses that have not been offered in the last two academic years will also be published on the sunset list and follow the same procedure as out-of-compliance CORs.
- These out-of-compliance courses may be offered the subsequent spring semester to allow students to complete any relevant awards.
- During the subsequent academic year, these out-of-compliance courses will become inactive and cannot be offered.
- A list of inactivated courses will be published as an informational item on the second meeting agenda in October of the year in which they are inactive. The Curriculum Co-Chair, in collaboration with the Instruction Office, will create and forward the inactivation proposals in CurricUNET and the courses will be removed from the catalog and any related awards.

To avoid inactivation, any course that is identified as out-of-compliance must be successfully revised by the catalog deadline of the year (usually October) in which it will become inactive.

An example of the timeline follows:

Fall 2017 - COURSE XXX is placed as informational item on agenda as out-of-compliance

Spring 2018 - COURSE XXX may be offered

Fall 2018 (October) - COURSE XXX automatically inactivated and included on meeting agenda

Fall 2018-Spring 2019 - COURSE XXX inactive and **cannot** be offered

Fall 2019 - COURSE XXX removed from catalog and awards

If a course is inactivated, the course may be reactivated by completing a course reactivation proposal in CurricUNET. 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. 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 inactivations.

EXEMPTIONS

Exemptions may be granted to courses not offered in the last two academic years if a written justification is submitted to the Instruction Office for placement on a future Curriculum Committee meeting agenda, requesting approval of the exemption request. The request will be reviewed and voted on by the Curriculum Committee. Independent Study and Special Topics courses are exempt.

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.