

**AGENDA ITEM 11.b.**

**Office of Instructional Affairs  
Chapter 3 Board Policies**

Board Policy	Current	Proposed changes	Justifications/comments
<p><b>Board Policy 3203-Course Discontinuation</b></p> <p>Last reviewed- 27 November 2019</p>	<p>A division/campus may request Curriculum Committee to discontinue a course at the college if the course has not been taught for three years or when the program is revised and the course is no longer required. The course will also be removed from the catalog.</p>	<p>A petition shall be initiated to the Curriculum Committee to discontinue a course if the course has not been offered for three consecutive academic years, or if a formal program revision determines that the course has become redundant or no longer relevant to the program requirements. Upon approval by the Curriculum Committee, the course shall be removed from the official list of course offerings in the subsequent edition of the College Catalog.</p>	<p>"Shall" vs. "May": Changes the action from a suggestion to a requirement for maintaining accuracy.</p> <p>"Academic Years": Defines the timeframe to match the institution's scheduling cycle.</p> <p>Purpose Statement: Adds "to ensure catalog integrity" to justify why the course is being deleted.</p> <p>Needs an administrative procedure</p>
<p><b>Board Policy- 3204 Program Deletion</b></p> <p>Last reviewed- 27 November 2019</p>	<p>Program review and evaluation processes may indicate that an instructional program is not viable and should be eliminated from College offerings; the program needs to be deleted. Deletion refers only to those programs that will not likely be offered again; it does not refer to those programs that may be</p>	<p>If a formal program review determines an instructional program is no longer viable, the College shall initiate a Formal Deletion. This process applies only to programs intended for permanent removal and excludes those offered on a planned cyclical basis. To maintain institutional records, individual courses within a deleted program will remain on the 'Active Course Inventory' for</p>	<p>Repeated Verbs- Combined into "Formal Deletion". Reduces wordiness and improves professional tone.</p> <p>Added "planned cyclical basis".</p>

	<p>offered on a cyclical basis and have periods of inactivity. While programs may be removed from the catalog, specific courses will remain on the "List of Active Courses" for transcribing purposes.</p>	<p>transcription purposes only. All program deletions must be accompanied by a Teach-Out Plan to ensure currently enrolled students can fulfill their degree requirements.</p>	<p>Clarifies that inactivity must be intentional, not accidental. Added "Teach-Out Plan". Protects the college from student grievances and meets accreditation standards.</p> <p>Needs an administrative procedure</p>
<p><b>Board Policy- 3206 Course Outlines – New and Revised</b></p> <p>Last reviewed- 27 November 2019</p>	<p>New course outlines that are developed for use in COM-FSM classrooms are reviewed and recommended for adoption by the process outlined in the curriculum and assessment handbook and approved by the vice president for instructional affairs before implemented in the classroom.</p> <p>A course outline sets the expectations for students and what they can expect in terms of instruction they will receive, the format in which the course will be delivered and the knowledge and skills that can be gained. It also provides awareness of how students will learn, what level of participation will be expected, and how they will be assessed.</p>	<p>All new course outlines must follow the Curriculum and Assessment Handbook and require approval from the Curriculum Committee and the Vice President for Instructional Affairs (VPIA) before implementation. The approved outline serves as the official course guide, defining learning outcomes, instructional methods, participation expectations, and assessment procedures.</p> <p>Course outlines must be reviewed at least every five years, or earlier if Student Learning Outcome (SLO) assessment results indicate the need for revision, to ensure alignment with current academic and industry standards. Faculty must follow the approved outlines in the College’s official digital repository, and any major changes to</p>	<p>Ensures course follows current standards-Encourages improvement rather than just staying the same.</p> <p>Includes a “Digital repository”- Prevents faculty from using outdated paper files or local PDFs.</p> <p>Curriculum Committee-Adds a specific layer of peer review before it reaches the VPIA office.</p>

	<p>Existing course outlines are to be reviewed at least every five years or as indicated by student learning outcome assessment results. The purpose of the review is to determine whether or not the course as currently taught continues to follow the learning outcomes and course content contained in the course when it was originally approved.</p> <p>Faculty members are required to follow the approved course outlines, which include assessment strategies for each course level student-learning outcome. It is the faculty members' responsibility to ensure that they have a copy of the most recent course outline for each course they teach.</p>	<p>learning outcomes or assessments must undergo a formal revision process.</p> <p>Change title of Policy to “Course outline development and maintenance”</p>	
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