

Course Sunset Policy Implementation: FY 2024

As part of our ongoing effort to implement the **Course Sunset Policy** (approved in 2023), the Institutional Research team has compiled a list of courses (already emailed to department chairs and division deans) that have not been scheduled over the past three academic years, including Winter/Fall 2024, and the academic years 2023-24, 2022-23, and 2021-22. These courses are identified for review, and action is required by **November 25, 2024**.

You can find the full list of courses in the attached document. This review process is an integral part of our curriculum assessment, aimed at ensuring that our course offerings remain relevant and aligned with the needs of our students, helping them complete their degrees and certificates in a timely manner.

Why This Matters:

The Course Sunset Policy helps safeguard the quality and relevance of our academic programs by ensuring that courses are offered regularly, at least once every three years. This policy supports student success by:

- Ensuring timely completion of degrees and certificates.
 - Maintaining a relevant and updated curriculum.
 - Aligning with legal requirements for course offerings.
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Action Required:

Each department must take action on the courses listed under their responsibility by selecting one of the following options:

1. **Justification to Retain the Course:**
 - Submit a justification letter via Adobe Sign by completing the form under "De Anza Curriculum Memo (Faculty)." The letter must outline your plan to offer the course within the next three years.
 2. **Course Deletion Request:**
 - Initiate the course deletion process in eLumen by completing the **Deactivate Course Workflow**.
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Important Deadline:

If no response is received by **November 25, 2024**, the course(s) will be automatically added to the Curriculum Committee agenda for deletion.

Guidelines for Review:

When reviewing courses for retention or deletion, please consider the following:

- **Related Courses:** Ensure deletions do not affect course sequences (e.g., MATH 77X, 77Y, 77Z).
 - **Certificate/Degree Programs:** Verify that deletions do not leave gaps in required or elective courses for any program.
 - **Noncredit Certificates:** Confirm that deletions do not reduce noncredit certificates below their required course minimums.
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Submission Instructions:

Option 1 – Justification to Retain the Course:

- **Login** to MyPortal.
- **Go to** Adobe Sign Faculty Forms.
- Start the "**De Anza Curriculum Memo (Faculty)**" form and provide your detailed plan for offering the course within the next three years.
- **Monitor** to ensure the memo is received by the Curriculum Office by **November 25, 2024**.

Option 2 – Course Deletion Request:

- **Login** to eLumen and ensure your role is set to "Faculty" for the department managing the course.
 - **Navigate** to [Curriculum] > [Curriculum Library] and enter the Course ID (e.g., "ACCTD001A" for ACCT 1A).
 - **Click** on [Deactivate Course], confirm, and enter the effective term for the deletion.
 - **Monitor** the workflow to ensure it reaches Stage 4 by **November 25, 2024**.
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Sample Course Retention Memo Template:

To: Curriculum Committee

From: [Department Name]

Date: [Insert Date]

Subject: Justification for Retention of [Course Number] - [Course Name]

Dear Curriculum Committee,

The [Department Name] is submitting this memo to justify the retention of the following course in the college catalog:

Course Number: [Insert Course Number]

Course Name: [Insert Course Name]

Planned Quarters for Offering:

- Quarter and Year 1: [Insert Quarter/Year]
- Quarter and Year 2: [Insert Quarter/Year]
- Quarter and Year 3: [Insert Quarter/Year]

We believe this course remains essential to our curriculum because [insert justification: relevance to department goals, alignment with student interest, program outcomes, etc.]. While the course has not been recently offered, we are committed to reintegrating it into the schedule during the planned terms listed above.

Thank you for considering our request to retain this course.

Sincerely,

[Department Chair]

[Department Name]

Frequently Asked Questions (FAQs):

How detailed does the plan need to be?

While exact dates aren't required, you must provide a general outline, including the course number, name, and planned quarter/year for offering within the next three years.

What if we're unsure about future demand?

While demand helps, it is not a strict requirement. The policy only requires a clear plan to offer the course within the next three years.

Can we archive the course instead of deleting it?

Currently, the policy does not offer an archiving option, but this could be considered in future revisions.

What happens if a retained course isn't offered within three years?

If a course is not offered by the planned term, it may face deletion in the next review cycle.

Can we revise the retention memo after submission?

Yes, if needed, you may submit an updated memo reflecting changes in your course offering plan.

Next Steps:

Please continue to review your department's course offerings and submit the appropriate retention or deletion requests by **November 25, 2024**. If you have questions or require further assistance, feel free to reach out, and we will guide you through the process.

Thank you for your dedication to maintaining a relevant and student-centered curriculum. Your efforts help ensure our programs meet the needs of our students and remain aligned with the college's academic goals.