TO: Academic Deans and Directors
   Academic Chairs

FROM: Ronald E. Cambra
   Assistant Vice Chancellor
   Undergraduate Education

   Peter Garrod
   Dean of Graduate Division

SUBJECT: Management of Course Listings

Two years ago, we engaged you in an initiative to manage the growing number of academic courses listed in our Catalog. We focused on courses that have not been offered over the last 4 academic years or 8 regular semesters. All of the courses identified in that pool which were not scheduled for offering or were not being offered through summer school, were placed in a separate data base and removed from the Catalog. Our goal was to make the catalog an accurate reflection of course offerings.

In general, the feedback from most departments was excellent. Many units used the opportunity to re-visit their curriculum, and in a number of cases, new courses and new requirements for majors were generated. This suggested that the process had value and would be worth repeating in a systematic manner. We are now ready, two years later, to institute the second round of course reviews.

In early August, we will be sending you the current list of courses not taught by your unit over the last four years in fall, spring and summer sessions. A deadline will be announced for your unit to review the course listing. If you wish to continue a course designated for the separate data base, please send a written request to one of us depending if the course is an undergraduate or graduate course. Your request should include a rationale for why the course should remain in the catalog and the impact on your students if not re-instated. A decision will be made within five days of receiving your request, and one of us will send you an email response. If you have any questions about specific courses on the list, please direct them to Mr. Stuart Lau, University Registrar (6-8010).
If you have any questions about the policy, please direct them to either one of us. The goal is to encourage departments to periodically review their curriculum and course offerings. Hopefully, our students will see new, exciting courses as a result.

Thank you for your cooperation.

cc: Linda K. Johnsrud, Interim Vice Chancellor
    Interim Director Alan Yang, Admission and Records
    Stuart Lau, University Registrar