

**SOUTH DAKOTA BOARD OF REGENTS**

**Academic and Student Affairs**

**AGENDA ITEM: 6 – E**  
**DATE: March 27-29, 2018**

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**SUBJECT**

**Obsolete Course Review Process**

**CONTROLLING STATUTE, RULE, OR POLICY**

[AAC Guideline 1.1](#) – Inactivation of Courses

**BACKGROUND / DISCUSSION**

The Academic Affairs Council (AAC) first began to review a list of obsolete courses in [May 2010](#) when RIS staff were asked to generate a list of courses that have not been taught in the last three years. At that time, a summary was circulated to campus representatives for review. Some clean-up occurred at the institutional level. A few years later during the [November 2014](#) AAC meeting, the council discussed the complete list of obsolete courses that continue to remain in campus catalogs. Following the discussion at the November 2014 meeting, representatives asked for an updated list to only include courses not taught within the last five years.

As this information has been shared with AAC in the past, the expectation was that institutions would undertake a careful review resulting in the inactivation of any courses that were no longer viable. As universities inactivated courses, they were highlighted on the spreadsheet and periodically submitted for feedback to the System Vice President for Academic Affairs. In subsequent discussions, an alternative approach has been proposed. Rather than asking each institution to follow through individually on the inactivation of obsolete courses, the list would be generated each year and courses inactivated unless a justification was provided. Additionally, a four year vs. five year window was proposed.

In December 2018 campuses received an updated set of Obsolete Courses, and personnel were asked to provide justifications for retaining common and unique courses. Additionally, during the [February 2018](#) AAC meeting the council discussed a number of options for further refining the list in future years, and a set of AAC Obsolete Course Guidelines will be developed this coming year to manage this process going forward.

**IMPACT AND RECOMMENDATION**

Similar to the Program Productivity Review process, an annual review of obsolete courses across the system serves two functions. First, it allows for a structured approach for

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**INFORMATIONAL ITEM**

## Obsolete Course Review Process

March 27-29, 2018

Page 2 of 2

cleaning-up course catalogs on each campuses, ensuring that courses included in approved degree programs will be available to students. Second, as new courses are approved, departments are able to better allocate resources to those courses that are most attractive to student interests.

Through this process a total of 663 obsolete courses have been removed from the systems common course catalog this past February.

### **ATTACHMENTS**

None