



From Hell to Purgatory: Creating a More Accurate College Catalog

Sharon Lowry, Antelope Valley College

David Morse, Long Beach City College

Craig Rutan, Santiago Canyon College

Overview

- Tough budget times
- Begin looking honestly at your catalog
- Start discussions with your CIO
- Work with faculty to clean up the catalog
- Consider course suspension if you still need it but can't offer it yet

That Course You Always Wanted to Take

- Do you remember when you were in college and you looked through the college catalog looking for interesting courses to take?
- There was always that one class that you really wanted to take but it was never offered.
- You might have asked a professor about it and they likely said that it hasn't been offered in more than a decade.
- Were you **frustrated**?



Frustration for Our Students



- Many of our students have experienced similar frustrations.
- They keep hoping that certain “cool” courses will be scheduled only to see the same courses offered every semester.
- They often wonder why those courses are listed in the catalog when they are never available.

Ever Shrinking Budgets

- For the last few years, our colleges have done everything possible to serve our students with dwindling resources.
- Often the “cool” classes that the students dream of taking are lower enrolled, not required for a degree, or only serve a small student population.
- We have difficulty scheduling those courses when we have so many others that every student needs.



Better Budget Times



- As our budgets begin to improve, more class sections will be offered.
- Does this mean that these classes that haven't been offered in years will now be scheduled?

Remember Who We Serve

- Our goal is to provide the best education possible to our students.
- If a transfer student enters our college ready for college level coursework, we should be offering the courses they need within a two year period.
- If we are not scheduling courses that students need to complete their path, then we have failed.

Take a Look at Your Catalog

- The first step should be an audit of your college catalog.
- Determine the last time each course was offered, how many students enrolled, how many sections you have offered the last few years, and what degrees/major preparation/GE the course is part of.

Meet With Your CIO

- Once you have a list of courses that haven't been offered in a few years, schedule a meeting with your CIO.
- The CIO will often know why particular courses have not been offered and can let you know if administration has a problem with offering them in the future.

Start a Discussion With The Curriculum Committee

- Begin a discussion with your curriculum committee about what is listed in the college catalog.
- Ask the committee members to speak with the faculty they represent and have them take an honest look at what is listed in the catalog versus what they actually plan to offer.
- Do those two things match up?

Cleaning Up the Catalog: Is Deletion The Only Answer?

- Deleting courses that you are not offering is one option for cleaning up your catalog, but deletion may raise other issues.
 - One problem with this method is that the articulation agreements or GE approvals for the course go away when it is deleted.
 - It could take years to get everything back if you decide that you made a mistake.



delete

When Is Deletion Appropriate?

- When you have no likelihood of offering the course at any time in the foreseeable future. Do not keep all courses hanging around just in case you may someday offer them.
- When the course no longer makes sense for your college or programs. If your community needs, your curriculum, or other factors have changed to make the course unviable or unnecessary, you should delete it.

Suspending Courses?

- One option that you might consider is temporarily suspending courses.
- If you know that you will not be able to offer a particular course for two years, you could establish procedures to formally suspend the course.
- Those suspensions would be shared with counselors and students so that everyone is aware that the courses will not be available.

Advantages of Suspension Over Deletion

- Suspending a course lets the students know that they simply won't be able to take the course while they are at your college.
- While the students may be disappointed, they will have the ability to work with a counselor to change their Ed Plans and take other courses.
- Deleting a course still requires the student to adjust, but it prevents the college from changing its mind and putting the course back in the schedule.

Things To Avoid

- Some colleges have established an inactive status for courses where they take the courses out of the catalog but don't officially delete them.
- When a course is removed from your college catalog, you must notify the CCCCO and the universities that accept that course.
- Once the course is out of the catalog you have essentially deleted it.

Information to Share

- When producing a list of courses due for review each year, you might want to include the last semester that each of those courses was offered.
- Your curriculum committee can use this information to work with faculty and see if the course still works for your college.
- Faculty may not realize that the course wasn't being offered and that it needs to be.

Summary

- Take a look at your college catalog and identify courses that haven't been offered in years.
- Work with faculty to determine if these courses are still right for your college.
- Delete courses that don't make sense anymore.
- Consider suspending courses that you still need but the budget might prevent offering.
- Stay on top of things and you will keep your catalog in tip top shape.

Thank You for Joining Us

- Do you have any questions?
 - Sharon Lowry
(salowry@avc.edu)
 - David Morse
(dmorse@lbcc.edu)
 - Craig Rutan
(rutan_craig@sccollege.edu)

