

Proposed Sunset/Reinstatement Policies:

MVC Curriculum Committee Sunset Policy and Procedure

Title 5 §55003 requires course outlines of record (CORs) be revised regularly. In addition to California Title 5 regulations, Accrediting Commission for Community and Junior Colleges (ACCJC) standards focused on institutional integrity and instructional programs requires the information in our College Catalog to be current, accurate, and precise (ACCJC Standards I.C.1, O.C.2, I.C.4, I.C.5, II.A.1, and II.A.6). CORs that are out of compliance jeopardize transfer, articulation, and licensing requirements. Therefore, CORs that have not been revised in three or more years will be subject to the following sunset policy:

- A list of CORs that have not been offered in the last three years (or more) will be published as an informational item on the first fall semester Curriculum Committee meeting agenda, putting department faculty on notice that the course has been placed on the sunset list. The date the course was last offered will also be included on the agenda.
- During the academic year, these out-of-compliance courses will become inactive and cannot be offered or listed in the next catalog.
- A list of inactivated courses will be published as an informational item on the last MVC Curriculum meeting agenda in the spring before the semester in which they are inactive. The Curriculum Co-Chair, in collaboration with the Academic Deans, will create and forward the inactivation proposals and the courses will be removed from the class schedule. All course information will be maintained in the colleges' curriculum management system (Curricunet META or equivalent), ASSIST, and COCI – as well as the college assessment/program review system (NuVentive) until the course is updated, excluded, or deleted. To avoid inactivation, any course that is identified as out-of-compliance must be successfully revised by the catalog deadline of the year (usually the end of September) in which it will become inactive.
 - If the course is in the college inventory at other colleges within the district, the process to reinstate follows the “inclusion” policy already on record in the RCCD Curriculum Handbook.
 - If the course is specific to MVC, the process to reinstate follows the “new course” policy already on record in the RCCD Curriculum Handbook. In Curricunet META, courses are reactivated using the major course modifications.

EXEMPTIONS

Exemptions may be granted to courses not offered in the last three calendar years if a written justification is submitted to the Dean of Instruction Office for placement on a future Curriculum Committee meeting agenda, requesting approval of the exemption request. The request will be reviewed and voted on by the Curriculum Committee. Multiple consecutive exemptions are not available.