November 15, 2018

Five-Year Course Purge

According to Florida Administrative Code (F.A.C.) 6A.10.0331 and in compliance with Florida Statute 1007.24, the College is required to inactivate any course that has not been taught in five or more years. Organized by School, a table provided via email and listed below includes a list of courses not taught in five or more years and thus scheduled for course inactivation, effective Fall Term 2018 (2198).

The course noted below will be processed as part of the Five Year Course Purge and reported to the District Board of Trustees at the December 11th meeting:

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>LAST TERM OFFERED</th>
<th>POS</th>
<th>PROGRAM TITLE</th>
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<tbody>
<tr>
<td>CGS 2825</td>
<td>Web Site Management</td>
<td>3</td>
<td>20133</td>
<td>2153</td>
<td>Computer Information Technology</td>
<td>ELECTIVE</td>
<td>Ernie Friend</td>
<td>Technology and Industry</td>
</tr>
</tbody>
</table>

The course noted below will remain in College inventory per the November 9th request received by IPM Tameiko Grant:

<table>
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<tr>
<th>COURSE ID</th>
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<td>PLA 2465</td>
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<td>2299</td>
<td>Paralegal Studies (Legal Assisting)</td>
<td>ELECTIVE</td>
<td>Tameiko Grant</td>
<td>Business, Professional Studies and Public Safety</td>
</tr>
</tbody>
</table>

Reference

Florida Rule 6A-10.0331: Deletion of Courses from Catalogs and Statewide Course Numbering System.

(1) Each university and each Florida College System institution shall adopt, as part of the procedure for the preparation of its institutional catalog, a rule to ensure that courses which have not been taught for five (5) years, or less if desired, are deleted from the catalog. Each institution shall also notify the Office of the Statewide Course Numbering System to delete these courses.

(2) Courses not taught in the preceding five (5) years or less in keeping with institutional requirements, that an institution wishes to continue shall be reviewed in the same manner that the institution reviews courses which are proposed for addition to the catalog and statewide course numbering system. A course may be continued in the catalog if the institution plans to offer it during the next five (5) years.

(3) The president of each university and the president of each Florida College System institution shall annually certify to the board of trustees for that university or college that the institution has complied with section 1007.24, F.S.

Rulemaking Authority 1007.24(8) FS. Law Implemented 1001.02, 1007.24 FS. History—New 12-31-86, Amended 4-7-87, 8-30-88, 12-18-05.
Nelson, Rebecca A.

From: Mullings, Jennifer M.
Sent: Thursday, November 8, 2018 12:26 PM
To: Friend, Ernest M.; Babi, Mamdouh O.; Grant, Tameiko A.; Barrineau, Annette W.; Beck, Sandra P.
Cc: Ciez-Volz, Kathleen; Wall, John J.; Litt, Sheri B.; Halifko, Robin R.; Neuhard, Ian P.; Nelson, Rebecca A.; Hartshorn, Maurie B.
Subject: RE: Five-Year Course Purge
Attachments: PURGE - COURSE INFORMATION - 20181030.xlsx; FIVE YEAR PURGE WAIVER FORM 2018-10-30.docx

Good afternoon valued colleagues,

If you could kindly provide your feedback or approval to move forward with the purge of the two courses included in the attachment by the end of the day tomorrow we would be so appreciative.

We would like to include these on the November 15 Curriculum Committee Agenda as well as the December District Board of Trustees Meeting Agendas. Thank you so much and have a wonderful day.

Jennifer

From: Mullings, Jennifer M.
Sent: Tuesday, October 30, 2018 9:53 AM
To: Friend, Ernest M. <ernest.friend@fscj.edu>; Babi, Mamdouh O. <m.babi@fscj.edu>; Grant, Tameiko A. <tameiko.grant@fscj.edu>; Barrineau, Annette W. <Annette.Barrineau@fscj.edu>; Beck, Sandra P. <SBECK@fscj.edu> Cc: Ciez-Volz, Kathleen <kathleen.ciez.volz@fscj.edu>; Wall, John J. <John.Wall@fscj.edu>; Litt, Sheri B. <Sheri.Litt@fscj.edu>; Halifko, Robin R. <Robin.Halifko@fscj.edu>; Neuhard, Ian P. <ianeuhard@fscj.edu>; Nelson, Rebecca A. <Rebecca.Nelson@fscj.edu>; Hartshorn, Maurie B. <Maurie.Hartshorn@fscj.edu>
Subject: Five-Year Course Purge

Dear Academic Deans, Program Managers and Instructional Program Managers:

I am writing from the Office of Curriculum Services about an annual review of courses that have not been taught for five or more years at the College and are therefore scheduled for course inactivation, pending the review of the respective faculty and academic administrators.

According to Florida Administrative Code (F.A.C.) 6A.10.0331 and in compliance with Florida Statute 1007.24, the College is required to inactivate any course that has not been taught in five or more years. Organized by School, the attached Excel document contains a list of college-credit courses not taught in five or more years and thus scheduled for course inactivation, effective Fall Term 2018 (2198). Please note that a provision in the F.A.C. allows any course that an institution plans to offer within the next five years to be removed from the purge list and to remain active (Please see the attached Five-Year Purge Waiver Form).

Could you please confer with the respective faculty and program managers/directors to determine which, if any, course(s), need to be removed from the scheduled five-year purge list and also to address any program concerns that may arise from inactivating the courses included in a particular program? Following the review of the five-year purge list, faculty and program administrators who wish to maintain a course scheduled for inactivation are asked to complete
the attached Five-Year Purge Waiver Form with a brief rationale for doing so by **Friday, November 9th**. Please note that the form requires the signatures of the program dean and the Associate Provost.

This list of courses for the five-year purge will be submitted to the November Curriculum Committee and the December District Board of Trustees. Any program change resulting from these course inactivations should be addressed by submitting a request for a proposal to curriculum@fscj.edu. Please let us know if we can assist with any questions that you have about the process, and it will be our pleasure to do so.

Thank you very much for your support of the College’s curriculum process.

Sincerely,

Jennifer

**Jennifer Mullings**  
Director of Curriculum Services  
Florida State College at Jacksonville  
501 W. State Street  
Jacksonville, Florida 32201  
Office: (904) 632-3331

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**Please note that under Florida’s very broad public records law, electronic mail and recorded voicemail messages to and from College employees may be subject to public disclosure.**
FIVE-YEAR PURGE
(Courses Not Taught in Five Years)

WAIVER PROVISION
(provides rationale to retain course active)

State guideline:
6A-10.0331 Deletion of Courses from Catalogs and Statewide Course Numbering System.
   (1) Each university and each community college shall adopt, as a part of the procedure for the
       preparation of its institutional catalog, a rule to ensure that courses which have not been taught for five
       (5) years, or less if desired, are deleted from the catalog. Each institution shall also notify the Office of the
       Statewide Course Numbering System to delete these courses.
   (2) Courses not taught in the preceding five (5) years or less in keeping with institutional requirements,
       that an institution wishes to continue shall be reviewed in the same manner that the institution reviews
       courses which are proposed for addition to the catalog and statewide course numbering system. A course
       may be continued in the catalog if the institution plans to offer it during the next five (5) years.
   (3) The president of each university and the president of each community college shall annually certify
       to the board of trustees for that university or college that the institution has complied with Section
       1007.24, Florida Statutes.

Specific Authority 1007.24(8) FS. Law Implemented 1001.02, 1007.24 FS. History–New 12-31-86, Amended
4-7-87, 8-30-88, 12-18-05.

DATE: 

COURSE ID: 

 PREFIX & course number

EXPECTATION COURSE WILL BE OFFERED AGAIN WITHIN THE FOLLOWING FIVE YEARS (explain why
course has not been taught in five years and/or why the course will be taught in a future term.)

DEAN SIGNATURE/DATE

ASSOCIATE PROVOST SIGNATURE/DATE

This information will be submitted to the Provost/Vice President of Academic Affairs.
## ANNUAL PURGE
### 2018

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