



Date: July 6, 2015

To: Deans (via Deans and Assistants listserv)  
University Council on Academic Affairs and Assessment (UCAAA)

From: Sarah C. Mangelsdorf, Provost and Vice Chancellor for Academic Affairs *SCM*

RE: Approval of a Campus Policy for Removal of Obsolete Courses

The University Academic Planning Council has approved a campus-wide policy for automating the removal of obsolete courses, effective fall 2015.

There are currently a total of 2036 courses in 168 course Subjects that have not been taught in the past eight years; 915 of those courses were on the list of courses-not-taught-in-eight-years when the list was reviewed five years ago and they have not been offered during the intervening years. Completing a manual review of such a large number of courses, such as we have done in the past, requires a substantial investment of time and resources on the part of faculty and staff in departments, schools and colleges, Academic Planning and Institutional Research (APIR) and the Office of the Registrar. Courses that have not been taught in eight or more years are unlikely to be up to date with current scholarship or to serve as integral parts of any curriculum given that they have not been available to almost any student who has graduated recently. The obsolete course policy provides an efficient, automated process that will be carried out on an annual basis to remove courses from the catalog that have not been taught in eight or more years.

A copy of the approved policy is attached and also is posted with UAPC documentation at [http://apir.wisc.edu/uapc/2014-15/UAPC2015061818\\_ObsoleteCourse.pdf](http://apir.wisc.edu/uapc/2014-15/UAPC2015061818_ObsoleteCourse.pdf). Information is also available in the Knowledge Base (<https://kb.wisc.edu/vesta/page.php?id=53623>). Please feel free to share notice of this policy widely within your school/college.

The Office of the Registrar and APIR are working together to develop a process for identifying and removing obsolete courses. Details about implementation will be available on the KB page and will be communicated to school/college curriculum coordinators. The process will begin in April 2016.

If you have questions about this policy, please contact Michelle Young ([michelle.young@wisc.edu](mailto:michelle.young@wisc.edu)).

#### Attachment

#### Copies:

Crossroads Committee  
Chairs and Directors ([ac-deptchrs@lists.wisc.edu](mailto:ac-deptchrs@lists.wisc.edu))  
Jocelyn Milner, Director, Academic Planning  
and Institutional Research (APIR)  
Steve Cramer, Vice Provost for Teaching and Learning  
Mo Bischof, Associate Vice Provost  
Philip Brown, Chair, University Curriculum Committee  
Wren Singer, Director, Undergraduate Advising  
Steve Hahn, Vice Provost for Enrollment Management  
Scott Owczarek, University Registrar

Susan Fischer, Director, Office of Student Financial Aid  
John Lucas, University Communications  
Toni Good, University Communications  
Steven K. Smith, Secretary of the Faculty  
Clare Huhn, Senior Policy and Planning Analyst, APIR  
Michelle Young, Academic Planner, APIR  
Sarah Kuba, Associate Academic Planner, APIR  
Eden Inoway-Ronnie, Provost's Chief of Staff  
Adele Brumfield, Director, Admissions and Recruitment