WHEREAS, UIS practices regarding temporary course numbering, re-use of course numbers, and course numbering of PACs and LSCs have been created on an ad hoc basis over many years; and

WHEREAS, recent implementation of comprehensive software offers an opportunity to examine and regularize these policies; and

WHEREAS, the Undergraduate and Graduate Councils have studied these issues and recommends modifications to current policies;

THEREFORE, BE IT RESOLVED that Campus Senate amends the policies in the areas of temporary course numbering, re-use of course numbers, and course numbering of PACs and LSCs to maintain the accuracy of the catalog and conform to the attached proposal.
Banner Registration and Records planning discussions during Fall 2002 have generated ideas for modifying several UIS course numbering practices. This document presents proposed policies in the areas of temporary course numbering, re-use of course numbers, and course numbering of PACs and LSCs.

Temporary (Experimental) Course Numbering

In the past UIS has used course numbers in the x9x series (39x, 49x, 59x) to designate courses having temporary approval. Based on written approval from the dean’s office, departments wishing to offer courses not in the catalog have been permitted to offer such courses using the ‘ninety’ numbers. When the course was added to the catalog, the x9x number was no longer used to designate that course, but was immediately available to designate a different temporary course in that department.

It was understood that courses in the x9x series, could only be offered a limited number of times (preferably no more than two semesters) before being added to the catalog, dropped, or re-authorized.

Although this policy made it very easy to distinguish courses that had been fully approved for inclusion in the catalog from those that were not, the policy created problems for departments, for students, and for the registrar.

For departments, many courses given x9x numbers were the products of deliberations about curricular revision and were intended for inclusion in the catalog, but were submitted after the catalog deadline. Departments often already had the permanent numbers identified, but were unable to use them in the course schedule.

For students, the policy on temporary course numbering meant that it was not unlikely transcripts would show different courses with identical numbers because the x9x numbers were re-used as new temporary courses were proposed.

---

1 This proposal was drafted by Associate Vice Chancellor Harry Berman and Associate Provost Marya Leatherwood in consultation with staff from the Banner Catalog/Schedule team and staff in the Provost’s office.

2 In practice, temporary courses have been assigned numbers ranging between x91 and x98. UIS uses courses ending in zero to designate courses that may be repeated. We would not expect a temporary course to be repeated with the temporary number; therefore, x90 is not used for temporary courses. UIS uses x99 to designate tutorials, therefore x99 is not used for temporary courses.
For the registrar, this policy created confusion in checking graduation contracts in that courses with different numbers (i.e., a temporary and a permanent number) can really ‘stand for’ the same course.

Based on discussion with the deans, the assistants to the deans, and staff in the provost’s office, the administration decided that, beginning Fall 2002, the campus would use a different approach to identifying temporary courses. As in the past, colleges will indicate approval for offering courses not in the catalog in writing to the provost’s office. The colleges will, however, be permitted to use the intended permanent course number. Rather than tracking such courses by use of the \textit{\textsuperscript{x9x}} numbers, temporary courses will be tracked by being entered into a database maintained in the provost’s office. Temporary approval would be valid for one academic year. After having been offered for one academic year, courses with temporary approval will be added to the catalog only if permanent status is requested by the sponsoring unit and required curricular approvals have been obtained from the college curriculum committee and the dean. The Provost’s Office will provide periodic reports to departments of courses with temporary approval.

\textbf{Policy on Re-use of Course Numbers}

To further reduce the likelihood that students will take multiple courses with the same course number, a policy on re-use of course numbers needs to be established at UIS. This policy would establish a time period during which a retired course number would not be available for re-use. Staff in the provost’s office recommends six years as the period during which a number would be retired. A course number retirement period of six years means that most UIS undergraduates and graduates will have completed their course work before the retired course number would be cycled back into use.

This policy will operate as follows:

Course numbers that had been included in the 2002-2003 catalog, but were deleted from the 2003-2004 catalog (compiled in Fall 2002) would be retired from use for six years. The next academic year in which they would be available would be 2009-2010, that is, course numbers deleted from the 2003-2004 catalog would \textbf{not} be available for use in either temporary or permanent courses until Fall 2009.

The provost’s office will maintain a database of deleted courses and their retirement periods.

One implication of this policy is that departments will need to check with the Provost’s Office on available course numbers before assigning a number to a new course. Ultimately, this checking will be accomplished through ‘sharing’ the database maintained in the Provost’s Office.
Policy on Maintaining Accuracy of Catalog

Permanent courses that have not been offered for three years will be dropped from the catalog unless justification for the retention of each course is presented by the department and has been approved by the Office of Academic Affairs. Questions about the adequacy of the justification for retaining the course in the catalog will be resolved through consultation among the Provost’s Office, the dean, and the academic program.

Course Numbering of PACs and LSCs

Current practice is to assign course numbers to PACs on a first-come, first-served basis. That is, rather than being linked to a specific course, PAC and LSC course numbers are re-assigned each semester based on course schedule submissions.

It is proposed that beginning with the Fall 2003 semester, PACs and LSCs be assigned numbers that would be consistent from term to term.

The campus will also need to adopt a policy on re-use of numbers assigned to PACs and LSCs. Based the recent history of PAC and LSC course offerings, it is recommended that PAC and LSC course numbers be retired for three years from the semester in which they were last used.

Additional Consideration: Degree Audits

In conjunction with implementing the Banner Registration and Records module, UIS is planning to develop a degree audit system. When fully implemented the degree audit system (known as DARS), will enable students to obtain online information about progress toward meeting degree requirements (core requirements in major and minor, university requirements, upper-division course work, etc.). Degree audit systems rely on stable course numbering; it would be very difficult to program DARS in a way that would accommodate our current course numbering practice. Therefore, these proposals for stabilizing course numbers will have the added benefit of enabling the campus to move forward with DARS implementation.

3-17-02