

Course Archival Criteria

Questionnaire to be filled out by the Faculty Author

1. What course is to be archived?
2. What is the rationale for the archival?
3. Have you discussed the proposed archival and its impact with department or division faculty, your department or program coordinator, faculty chair, and division dean?
4. When was the last time the course was offered? What alternative courses are there for students?
5. What courses and/or programs will be impacted by the archival, and what modifications are necessary?
6. If the archival will impact courses/programs in another department, have they been informed of the proposed archival?
7. What other campus or community programs will be impacted? Have they been informed of the proposed archival?

Program Archival Criteria

Questionnaire to be filled out by the Faculty Author

1. What program is to be archived?
2. What is the rationale for the archival?
3. Have you discussed the proposed archival and its impact with department or division faculty, your department or program coordinator, faculty chair, and division dean?
4. When was the last time students pursued the program? When was the last time students completed the program?
5. Are there any students currently pursuing the program? What alternative programs or paths are there for students?
6. What other campus or community programs will be impacted? Have they been informed of the proposed archival?