

PROPOSAL TO AMEND BYLAWS - Article 1.2

The proposed change to the Bylaws reads as:

To make sure that the courses published in the Graduate Catalog accurately reflect those offered, or likely to be offered, in the near future at the University of Tennessee - Knoxville. To do this, every year the Curriculum Committee examines a list of graduate courses that have not been offered for four years or more. Departments must justify continuing to list courses even though they have not been taught for four or more years.

The Committee recommends to Graduate Council that this change be approved.

Informational Item to be inserted in the *Guidelines for Curricular Submission* manual**Procedure and Guidelines for Reviewing Courses Not Taught in Four or More Years**

The Graduate School compiles a list of all courses under consideration for removal from the Graduate Catalog due to not having been taught for four or more years. This list is provided to the dean in charge of academic or curricular affairs at each college. It is the responsibility of the deans to disseminate the list to their department heads, gather the requested information, and submit it to the Graduate School.

Colleges may retain courses on the list if adequate justification is provided. Responses to which the Committee has given strong consideration in the past include:

- The course is an "issues," "readings," or "topics" course that will be used by the college, department, or program in the future;
- A new faculty member has been hired who will teach the course in the near future; The course is scheduled to be taught in the next year.

Courses appearing on the list for the second or third time require detailed, concrete plans to offer the course in the near future. Courses for which no justification is provided are automatically dropped, even if they are appearing on the list for the first time.

The chair of the committee may provide an organizational framework for reviewing the courses in the most efficient and effective way possible.