March 26, 2014

MEMORANDUM

To: Academic Deans and Department Chairs

From: Sue Eveland, University Registrar

Michael Jefferis, Assistant Registrar

Re: Courses Not Taught Report

The University Senate has recommended that permanently numbered courses be offered at least every other year to avoid misrepresentation of course offerings to prospective students, and ensure that required courses are readily available to current students.

A Courses Not Taught Report, listing all courses which have not been taught for the past three academic years can be found at <http://registrar.uoregon.edu/calendars/courses_not_taught>. The report covers the time period between fall 2011 and summer 2014. The University Committee on Courses requests a review of your departmental courses listed on this report. The objective of this review is to accurately represent the University of Oregon curriculum. Departments requesting that course(s) on this list remain in the catalog must provide the term each course(s) will be taught and the name of the faculty member who will be teaching. The course MUST be taught during the 2014-2015 academic year.

The message “NO BANNER RECORD FOUND” indicates that the course has never been taught. This list excludes Individualized Study and experimental course numbers.

Responses should be sent in writing to the University Committee on Courses, in care of Michael Jefferis, Office of the Registrar, by **Friday, April 25, 2014**. If you have questions about the report, you may contact Michael Jefferis at 6-1264 ([jefferis@uoregon.edu](mailto:jefferis@uoregon.edu)).

Departments that do not respond to the report will automatically have their courses dropped from the curriculum.

Cc: James Imamura, Chair

University Committee on Courses