Academic Affairs Presentation Checklist

Name: **Vickery Viles**   **Date**: 2016 January 11

Department: **VPI**

Agenda item: Syllabus Template Review

Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

OVERVIEW OF PROGRAM OR POLICY

This agenda item is not technically a significant review of a policy. However, in the course of approving new language for the catalog policy on the Administrative Withdrawal Policy (approved 1/11/16), there was a desire to ensure that faculty include their position on this issue on the course syllabus. This agenda item is to all AA to review the current syllabus template from the context of the Administrative Withdrawal policy or any other change that is determined helpful. The syllabus template was last reviewed and approved in 2013.

BUDGET

N/A, this item has not budget impact.

INSTRUCTIONAL REQUIREMENTS

N/A

OPERATIONAL NEEDS, CURRENT AND FUTURE

N/A

STUDENT IMPACT

Any changes to the syllabus template will be approved in the spirit of improving communication between the instructor and enrolled students.

ANTICIPATED IMPLEMENTATION TIMELINE

Any changes approved by AA will be implemented immediately after second reading. Edits will be made by the Director of Curriculum and Assessment to the web resources (http://www.cocc.edu/instruction/faculty-resources/teaching-fundamentals/) and communicated to Chairmoot.

Committee members are encouraged to review the web site above, specifically items 2, 3, and 4, in preparation for this discussion.