CENTRAL OREGON
community college

Committee RECOMMENDATION FORM

☒ **Academic Affairs**

☐ **Institutional Support**

☐ **Student Affairs**

☐ **College Affairs**

Recommendation:

The Academic Affairs committee is recommending the following syllabus policy:

Each instructor must provide a course syllabus to enrolled students at the beginning of the course and to the department administrative assistant (who maintains a historical record for the College) for each section taught. Instructors must complete each syllabus and post it to the Blackboard course site before the first class meeting of the term.

The syllabus serves as an outline of the course of study and communicates the instructor's design, including the information listed below. The syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are very important. The following elements are required to be included on every syllabus:

- *Course Information (title, number, CRN, credits, term and year, meeting times, location/web site)*
- *Instructor information (name, office hours and location, phone and/or email)*
- *Course description (from Catalog)*
- *Learning Outcomes (from Banner)*
- *Program-level Outcomes (for courses meeting AAOT Focus Area requirements, list focus area outcomes)*
- *Course materials (list required materials including textbook, ISBN, publisher, any other required materials)*
- *Technology (identify required technology and provide support contact)*
- *Topics*
- *Due dates for major graded work (such as exams, major essay or project)*
- *Final Exam Date and Time*
- *Grading and Assignments (explain how grades will be determined)*
- *Grading Scale*
- *COCC Policies (Full policy statements for the following: Important enrollment deadlines, Americans with Disabilities approved statement, COCC Non-Discrimination Policy; links for the following: Final Exam Policy, Students Rights and Responsibilities)*

Academic Affairs has approved a recommended syllabus template to provide students with consistent and comprehensive information to support their success. The template also includes optional elements to include on a syllabus and examples from COCC faculty.

Related Materials:
Link to Syllabus Template: www.cocc.edu/curriculum/syllabus-template

Rationale:

Implementing a syllabus policy will create better consistency for faculty and students. Students can more easily anticipate what information will be on syllabi, and instructors will have a clear outline of information to include.

History:

A syllabus template and checklist has been available to faculty on the instruction page of the COCC website in the past. However, COCC has not had a formal syllabus policy. This proposal creates a syllabus policy and updates the syllabus template.

Timeline for Implementation:

The syllabus policy will be effective Fall term 2016.

Submitted by: _____ /s/ Chair, Academic Affairs   Date: 6/6/16

Action taken by the President: [X] Approved   [ ] Denied   [ ] Tabled

Comments:

_____ /s/ President, COCC   Date: 6/8/16