

Academic Governing Council
Decision Form

*This form is to be used when the Academic Governing Council makes a decision on an issue.
This form is sent to the Provost.*

Common Syllabus Components

Decision

On February 9, 2016, the AGC membership voted to update Policy 7.16, Common Syllabus Components. The original Policy 7.16 was approved by AGC in April 2013 and implemented in the fall 2013 semester.

Changes to Policy 7.16 include the following:

General Information and Section Policies

- Contact Information and Availability – GRCC email address required
- Student Learning Outcomes – updated language by replacing CARP with Curriculum Document

College Policies

- GRCC Email and Course Communications – added GRCC email requirement
- Disability Support Services – updated language
- Added Campus Police/Emergency Resources
- Added Title IX Reporting Policy
- Changes to Syllabus – updated ‘voice’
- Updated hyperlinks for consistency

Please see an updated accessible syllabus template as a separate attachment.

Rationale

The updated policy on common syllabus policy:

- cites current processes (e.g. CARP to Curriculum Documents).
- edits the College Policies section for consistent language and voice.
- includes sections on Campus Police Services and Resources and Title IX Reporting.
- reflects feedback of a variety of stakeholders.

Supporting Data

During the fall 2015 semester, recommendations on the common syllabus components were requested from Associate Deans, Campus Police, Conduct Office, Department Heads/Program Directors, Enrollment Center, General Counsel, and Instructional Support (Curriculum/DLIT). Based on these recommendations, a team developed a proposal for revisions to Policy 7.16,

which was presented to the AGC membership for discussion and feedback in November 2015 and January 2016. The proposal approved at the February 2016 AGC meeting reflects AGC member feedback.

Implications for Action

- Update the Provost's website and other online faculty resources to include the new syllabus template.
- Inform all full-time and adjunct faculty members about the new requirements for common syllabus components.

Date of Decision by AGC

February 9, 2016

Vote: 98% approved and 2% disapproved

Section to be completed by the Provost.

Evaluation Plan

This policy will next be reviewed in AY 2017-18. Associate Deans responsible for Faculty Evaluation and Hiring in the Schools will continue annual audits of a sample of syllabi.

Response from the Provost

I support the AGC vote. The revised Common Syllabus policy will be in effect beginning Summer Semester 2016. SAS Associate Dean of Faculty Evaluation and Hiring, Bill Faber, will update all appropriate online resources. All Associate Deans responsible for Faculty Evaluation and Hiring will inform the faculty in their respective areas of the new common syllabus components.

Rainie Chesley 2-24-16