

AGC Decision Report

7.16 Common Syllabus Update

Approved by AGC Executive Committee February 15, 2024

Decision

On December 12, 2023, the AGC membership voted to approve changes to an update to the Common Syllabus as follows:

1. On page 2 of the current common syllabus template there is a section titled “*14 Day Attendance Rule*”. This title will be changed to “*Reporting of Student Non-Attendance and Withdrawal*”
2. The content under this new title shall read as follows:
“When a student has not attended a course within a 14 calendar day period in accordance with the class attendance policy, this absence is recorded in the college’s grading system. This would initiate a withdrawal of the student from said class. Students must understand that they are responsible for classwork missed during an absence, doing any extra work that may be required to replace in-class activities, and that missing class will impact student learning and may negatively impact grades. Each faculty member’s attendance policy, as stated in the course syllabus, is the final authority on any academic consequences associated with missing a class.”

Sponsor/Champion of Proposed Policy

Chair: Valerie Butterfield (Registrar)

Rationale

The GRCC Attendance Policy was updated in April 2023. That attendance policy change included language that allowed for the earlier reporting (within 14 calendar days) of students that never attended or that stopped attending. After implementing these changes for Fall 2023, questions arose from some faculty and students related to the clarity of the language in the common syllabus template. To address that concern, this language update re-titles the 14 day attendance rule to “*Reporting of Student Non-Attendance and Withdrawal*”. The new language now utilizes language directly from the attendance policy statement and clarifies student responsibility related to class absences.

Supporting Data

The sponsor of this modification to the common syllabus document solicited input from AGC during two presentations. As the change proposed was not a substantive change to the policy or its associated policy document, a third presentation was not required.

Implications for Action

This change does not substantively alter college procedures and is made only for clarity.

Date of Decision by AGC

Date: December 12, 2023.

Vote: 59 approved, 1 not approved, 1 abstained

Policy approved.

Section to be Completed by the Provost

Evaluation Plan

The Common Syllabus Components Policy and Template will be evaluated according to the next scheduled review of the 7.16 Common Syllabus Components policy. This evaluation and review will include feedback from GRCC faculty members and College stakeholders as well as benchmarking from peer institutions.

Next scheduled review of policy: Academic Year 2024-2025, as scheduled.

Response from Provost

I approve of the update to the revised common syllabus template recommended by the AGC as outlined above. Implementation of this revision will include updating the common syllabus template document and the 7.16 Common Syllabus Components policy document for posting to the College website. The Registrar will lead this implementation and provided an update to the Deans' Council when these revisions have been made and the documents have been published on the GRCC Policies page by the start of the Summer 2024 semester.



February 29, 2024