

AGC 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 Policy 7.16

Decision

On February 8, 2022, the AGC membership voted to approve changes to the Common Syllabus Components Policy as follows:

Faculty are required to have the template components and content as part of their course syllabus. In addition, faculty need to ensure their syllabi are accessible (suitable for screen readers, for example).

Faculty may include additional information in their course syllabus, but the components in the syllabus template constitute the minimum expectations. The template will only be modified if approved by AGC.

AGC membership also approved a revised Common Syllabus Template, to be posted at [Common Syllabus Template](#).

Sponsor/Champion of Proposed Policy

Co-Chairs: Werner Absenger (SICE Faculty) and Grant Snider (School of Arts and Sciences)

Team members: Ann Alexander (Business Faculty), Brandon Berg (Physical Sciences Faculty), Katie Budden (Visual Arts Faculty), Sean Mackey (English Faculty), Robin Pegg (OTA Faculty), Matheta Righa (Business Faculty), Dan Sullivan (School of Workforce Development), and Carmela Zapata (Language and Thought Faculty).

Rationale

This was a regularly scheduled review of the Common Syllabus Components Policy and the Common Syllabus Template.

Changes to the revised Policy statement include:

- Adding "suitable for screen readers" as an example of accessibility.
- Revising the Purpose to list Course Information, Faculty Information, Grading Information, Policy Information, and Student Resources as required topics.

Changes to the Common Syllabus Template reflect both research on syllabus best practices and input from faculty members. These changes include:

- Separating of Course Information and Course Policies from College Policies and Student Resources.

- Adding information on Course Department/Program and Course Delivery Mode to Course Information
- Adding sections on Assignments and Course Topics.
- Adding GRCC logo
- Adding information on GRCC IT Status to Student Resources.
- Editing College Policies and Student Resources sections for clarity, consistency, and brevity.

Supporting Data

The team reviewing this policy:

- Researched and reported on best practices for syllabus development.
- Sought and included input from AGC members at five meetings.
- Received and responded to input from Faculty Association members, Departments and Programs, and individual faculty members.

Implications for Action

The team recommends that:

- The Provost share information with the Deans' Council for dissemination to Academic and Student Affairs faculty and staff.
- The Director of the Center for Teaching Excellence update the CTE website and other faculty resources.

Date of Decision by AGC

Date: February 8, 2022

Vote: 96% approved, 2% not approved, 2% abstained

Policy and Template approved.

Section to be Completed by the Provost

Evaluation Plan

No formal evaluation plan recommended, but I will ask CTE (and other ASA faculty and administrators) to review the research completed by the committee to develop and deliver workshops on creating inclusive syllabi and course materials.

Response from Provost

Approved for immediate implementation.



4-12-22