Brief History of Issue - why the issue is being considered:

The University Senate Academic Policies Committee has been charged with reviewing Chapter 7 of the Faculty and Academic Staff Handbook to determine which sections of the chapter are policies and which are guidelines or recommendations for best practices. One section deals with the overview of the course or course outline. The sentence in Chapter 7 states the following:

Each instructor is urged to provide classes in writing a general chronological outline of topics for a course, its approximate timetable for major projects, and the instructor’s method for evaluation of student achievement.

This policy was approved by the then Faculty Senate in November of 1980.

The information that instructors are urged to provide to students is required in official syllabi for courses. Therefore, it is readily available to instructors. It is also helpful to students in planning their time to complete the requirements of courses.

We believe that this information should be provided by all instructors in all courses they teach. Therefore, we propose that the words “is urged to” be replaced by “will.”

We also recommend the following rewording for stylistic reasons:

From: Each instructor is urged to provide classes in writing a general chronological outline of topics for a course, its approximate timetable for major projects, and the instructor’s method for evaluation of student achievement.

To: Each instructor will provide students with a written general chronological outline of topics for a course, its approximate timetable for major projects, and the instructor’s method for evaluation of student achievement.

Points Discussed by Committee:

This sentence was passed as a policy in 1980. However, because of the words “Is urged,” the policy cannot be enforced.

Providing the information specified in the sentence is fair to students.

The information specified in the proposed policy is readily available to instructors and can be imported into the course outline or overview of the course that they provide to students.

Pros of Recommendation:
Overviews of Courses

See above.

Cons of Recommendation:

None

Technology/Human Resource Impact:

None

Committee Recommendation:

The Academic Policies recommends approval of the proposed wording change.

MOTION FOR THE UNIVERSITY SENATE

The University Senate Committee: Academic Policies

by a vote of __9__ for to __0__ against on __March 9, 2010__ (Date)

Recommends that

The University Senate approve the proposed wording change in the policy regarding overviews of courses or course outlines, so that the policy reads as follows:

Each instructor will provide students with a written general chronological outline of topics for a course, its approximate timetable for major projects, and the instructor’s method for evaluation of student achievement.

Implementation Date: Upon approval

Signed: __Barbara Lozar_____

Chair of the Committee

Send to: University Senate Office