

**Second Reading Item**

**California State University, Dominguez Hills**

**Academic Senate Resolution**

3/5/14

**Resolution in Support of Required Syllabus Content**

EPC 14-02

**Resolved:** That the Academic Senate of California State University, Dominguez Hills (AS CSUDH) recommend that faculty adhere to the subsequent guidelines when developing course syllabi.

**Policy:**

Syllabi are necessary for aiding both the students' understanding and achievement of the department goals. During the first week of classes an instructor will distribute (electronically or physically) or post onto blackboard (or other university accepted course shell) the course syllabus. Course information shall include at a minimum the following elements:

1. Course title and instructor.
2. The availability of the instructor outside of the class, including office hours, office location, office telephone number and email address.
3. Prerequisites/co-requisites for the course.
4. Course description
5. Student learning outcomes for the course.
6. Required texts and other materials.
7. Required computer software/hardware capabilities.
8. Computer literacy skill expectations for students enrolled in the course.
9. A specific reference to the University Catalog's statement regarding Academic Integrity and plagiarism expectations.
10. Course requirements, including reading and assignments, exams and other types of assessments of student work.
11. The instructor's grading policy including grading scale and weighted value of assignments/tests.
12. Policy on assignment due dates and submission of late work.
13. A specific reference to the University Catalogs statement regarding accommodations for individuals with disabilities including services provided by, and contact information (telephone number and email address) of Disabled Student Services.
14. A schedule of class meetings and topics.
15. Explicit notation (traditional /on ground vs. virtual meeting) and location of class meetings.
16. A schedule of all assignment due dates and examinations.

The instructor will submit either a printed or electronic copy, as per department policy of the syllabus each term and for each course section the course is taught. The copy of the syllabus shall be maintained on file until the next full program review. Circumstances may require changes in the syllabus distributed during the first week of a class and that this policy does not preclude such changes, nor does it abridge any principle of academic freedom. Any substantive changes to the syllabus should be communicated in a timely manner to students and department chairs.

**Resolved:** That copies of this resolution be distributed to all department chairs and college deans at CSU Dominguez Hills.

**Rationale:** Syllabi are critical in aiding the students' understanding of course, department and university expectations. They also serve as a semiformal contract between students and faculty, and assist students in ensuring that they are able to complete the needed work and when work must be completed.

The Academic Affairs Policy AAP016.002 regarding Syllabus Content does not reflect AAP 009.001 call for inclusion of computer/information literacy expectations. Additionally, discrepancies across programs, departments and colleges regarding distribution of printed syllabi exist which contradict the AAP016.002 mandate that printed syllabi be distributed to students. Furthermore, many faculty members teaching traditional classes (as opposed to those that are hybrid or online<sup>1</sup>) use a variety of teaching strategies which may include virtual class meetings,

participation in discussion boards and/or asynchronous discussions in lieu of traditional class meetings. In these instances where the course is listed in the class schedule as a traditional class, the dates when the scheduled class will not physically meet should be explicitly stated in the syllabus.

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<sup>1</sup> See EPC 09-02: "A Traditional Class is a course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. A Hybrid Class is a course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor and among students. One-third to two-thirds of the student/faculty and student/student contact time uses academic technology to structure remote activities. The remaining communication is face-to-face, similar to a traditional class. A Distance Education Class is a course offering in which communication between faculty and student occurs primarily via academic technology, but it may also include on-site or off-site meetings."