

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: EPC

TOPIC:

The syllabus page in the FPPM (II.B)

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): In response to faculty requests, the Executive Committee of the Senate asked EPC to update the syllabus page in the FPPM.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY

(Provide a brief list or statement describing the content of the policy or the proposed changes or deletions): These changes are the results of the length of time it has been since this page was updated and the increased requirements SCHEV, SACS, and assessment. These changes include requiring the instructor's email, list of grades, changing the language to read student learning outcomes, requiring expectations of the student outside of class, the structure of the class (as in a hybrid or online class), and student learning outcomes that are mandatory in all sections of the course. Also the connection between major assignments and the student learning outcomes will be noted where appropriate.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES

(Provide a brief statement as to why the new policy, the changes, or the deletion is needed): As courses are taught in different amounts of time and different formats it is more and more difficult to justify that two sections are really instances of the same course. Having mandatory student outcomes for all sections of a course will make this much easier. There is no requirement for what percentage of the course is covered by the mandatory outcomes. For existing courses these will not have to be approved by any committee outside the department. Most other changes are self-explanatory.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

B. SYLLABUS/OFFICE HOURS

Faculty members must make available a syllabus to each of their students, preferably on the first meeting day but no later than the ~~third meeting day of each of their courses.~~ **end of the add/drop period.** The syllabus states the expectations of the course. An electronic copy of each syllabus, **identical to the copy provided to the students,** must be filed by faculty members with their department chair ~~during the first week of each semester.~~ **by the end of the add/drop period.**

A syllabus must contain the following information:

Course discipline and number

Course title

Semester offered

Instructor's name

Instructor's office location

Instructor's office telephone

Instructor's email address

Instructor's office hours (See below)

Course catalog description **including course credits**

Textbook (and any other items to be provided by the students)

Civitas Core Curriculum Student Learning Outcomes (if applicable)

Course Student Learning Outcomes¹ (mandatory outcomes for all sections of this course as determined by the appropriate department)

Section Student Learning Outcomes (additional outcomes for this section if applicable) ~~Course objectives~~

~~Course content outline~~

Class schedule (Must include at least a weekly listing of substantive topics, with dates.) ~~Course Credits (A statement including the number of credits, classroom or directed faculty time, and expectations of out of class student work.)~~

Course Structure and Student Expectations demonstrating compliance with Standards for Academic Credit, see section II-K

Course requirements (due dates and descriptions for tests, term papers, etc. **as well as their connections with course outcomes when appropriate.**)

Grading policy (**including complete grading scale and weighted proportions;** ~~See section [II-C](#) Grading and [II-E](#) Final Examinations)~~

Attendance policy (See section II-F **Class Attendance**)

Honor code statement

Link to Academic Affairs Syllabus Page that contains information common to all university courses (including Disability, Title IX, Mental Health Services as approved by Faculty Senate and posted on <link here>)

Optional Items may include but are not limited to cellphone or other electronic device policy, policy on late work, etc.

~~Other items (optional; name each item if used. Faculty are encouraged to include statement on the actions students should take in the event of inclement weather and the cancelling of classes.) _____~~

Bibliography (references required of all students)

~~Optional Statement on Mandatory Reporting of Crimes and Sexual Misconduct~~

~~In accord with its history and mission, Longwood University believes that each individual should be treated with respect and dignity and that any form of crime or violence is incompatible with Longwood's commitment to the dignity and worth of the individual. Longwood University is committed to providing a healthy living, learning and working environment which promotes personal integrity, civility and mutual respect. If you have been the victim of a crime or sexual misconduct we encourage you to report this. If you disclose this~~

¹These should be written so as to identify sections of the same class and distinguish them from others.

~~faculty member or employee cannot maintain complete confidentiality and is required to report the information that has been shared. Please know that all reported information is treated with discretion and respect and kept as private as possible.~~