

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SIP-3160**

SUBJECT: Course Syllabus

REFERENCE: None

ORIGINATION: July 1, 1984

EFFECTIVE: December 9, 2008

REVIEWED: July 2009

SECTION 1. PURPOSE

- 1.1. To establish procedures for writing, approving, and distributing course syllabi.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1. This issuance applies to all full-time and adjunct faculty of Southern West Virginia Community and Technical College (Southern) and for all courses taught by Southern or any of its off-campus sites.

SECTION 3. DEFINITIONS

- 3.1. Course Goal: A specific outcome of the course.
- 3.2. Set of Common Course Goals: Each course must have 80% of its goals common for all offerings of the course regardless of instructor. This 80% represents the set of common course goals.
- 3.3. Approved Syllabus: An official syllabus shall be one which contains the official catalog description, approved textbook listing, the approved set of common course goals, and the general education goals taught and assessed for the particular course.
- 3.4. Completed Syllabus: A syllabus completed and ready for distribution which contains the required syllabus information along with the instructor's unique information for the particular section and adheres to the format in SIP-3160.A.

SECTION 4. PROCEDURE

- 4.1. Students enrolling in courses at Southern shall receive a syllabus for each course that clearly communicates to them the knowledge to be gained, skills to be attained, and feelings or beliefs to be instilled as a result of successful completion of each course.
- 4.2. Each syllabus must follow the format as described in SIP-3160.A.
- 4.3. All sections of each course must use the approved set of common course goals and approved textbook.
- 4.4. All course goals and approved syllabi must be maintained through the use of electronic medium.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1. It is the intent of Southern to offer quality and consistent course offerings. To accomplish this each course must be offered using a common set of course goals. The format for course goals facilitates the writing of goals that are competency-based and measurable. Goals will be specific and clearly communicate to the student what competencies must be demonstrated to meet the goal. Course goals written in a competency-based format will allow for assessment of satisfactory goal attainment by both the student and the instructor. The course goals developed will be product and not process in nature.

Accepted practice considers courses to be the same if 80% of the course content is common. Southern requires that each course meet this 80% match criteria. These identical goals shall constitute the set of common goals to be included in all syllabi for that course. The set of common goals will be developed by faculty and/or the academic unit responsible for the course and be approved through the college governance structure.

There are NO exclusions to this procedure.

SECTION 6. GENERAL PROVISIONS

- 6.1. None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1. Approval of the set of common course goals/approved syllabi:
- 7.1.1. Faculty members or teams of faculty members may develop and suggest common course goals. Full-time faculty are strongly encouraged to seek and consider adjunct faculty input in the development of course goals.
 - 7.1.2. The set of common course goals must be approved by the appropriate academic unit and submitted to the Chief Academic Officers.
 - 7.1.3. Appropriate minutes indicating action taken at each level of the approval process must accompany the set of common course goals development/revision request to the next level.
 - 7.1.4. The Chief Academic Officers will serve as custodian of approved syllabi and will notify all applicable parties of the approval of the syllabi and of any changes that may follow through proper channels.
 - 7.1.5. Approved revisions will be implemented in the first full semester following approval.
 - 7.1.6. The approved syllabi will be transferred to and maintained in an electronic database by the Chief Academic Officers.
- 7.2. Completion and distribution of syllabi:
- 7.2.1. Each faculty member will be responsible for maintaining course goals electronically in an approved electronic format for each course taught.
 - 7.2.2. Faculty members will complete the instructor unique areas of the syllabus adhering to the format in Attachment A.
 - 7.2.3. All faculty must submit each completed course syllabus to their appropriate Division Dean prior to class distribution.
 - 7.2.4. Copies of completed syllabi will be kept on file in the Division Dean's office. Electronic copies of the department approved syllabi for each course will be accessible through Southern's web page.
 - 7.2.5. Faculty will distribute the completed syllabi to students on the first day of class each semester.

7.3. Syllabi Review:

- 7.3.1. Approved syllabi will be reviewed at a minimum of every third year.
- 7.3.2. During the first review period, approximately one third of the syllabi will be placed on a one-year review cycle, one third on a two-year cycle, and the remaining third on a three-year cycle to get the review process started.
- 7.3.3. The next review cycle for one- and two-year reviews will be on the three-year cycle.

SECTION 8. CANCELLATION

- 8.1. This procedure supersedes any and all policies regarding academic course credit syllabi including but not limited to:
 - 8.1.1. Chapter 29A-2 Series IF “Course Syllabus” effective 7/1/81.
 - 8.1.2. References to course syllabi in SM 1275.1c Faculty Handbook, effective 8/20/90, Revised 7/93.
 - 8.1.3. Adjunct Faculty Handbook, Effective January 1997, Page 13-14.
 - 8.1.4. SCP-3160 Course Syllabus

SECTION 9. REVIEW STATEMENT

- 9.1. This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the procedure be amended or repealed.

Attachments: SIP-3160.A Course Syllabus Format

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: April 2010 — The policy SCP-3160 was rescinded by the Board of Governors to become a unit procedure on December 9, 2008.