

Syllabus Minimum Requirements: Syllabi

From: Janice Neve-Abele, Academic Programs and Assessment

Originators are reading the first paragraph of the updated SMR as they need to *attach* all syllabi rather than to *create* one for each modality and location. A sentence or two later, the policy says to only attach one unless the course is Bac Core. It is creating questions about whether all or one should be attached to the proposal. APA (Caryn, Meili, and I) have reviewed the updated SMR and would ask the council to consider the updated language below.

We are not suggesting a change to the spirit or meaning of the policy rather just editing the wording to help originators understand what they need to do. We love what the Council has done and support the Council's work for transparency, clarity, and quality. The section with the suggested edits is below in blue:

Syllabus - Minimum Requirements

A unique syllabus is required for all locations (Corvallis, Cascades, Hatfield, La Grande, Portland) and all modalities (Ecampus, hybrid, lecture/lab) the course will be taught. However, only one syllabus must be attached to the course proposal, with the following exceptions:

- For Baccalaureate Core course proposals, a syllabus must be included for each location and each modality the course will be taught, including when only one version (location or modality) is being added or changed.
- For Special Topics (e.g., X99), Blanket Numbered (e.g. 401-410), and Experimental (X) courses, no syllabus is required for the course proposal.

The Graduate Council and/or Curriculum Council may request additional information including, but not limited to, syllabi unique to specific locations and/or modalities if either Council feels they are needed before moving the proposal forward in the curricular review process.

Each syllabus should include the following information:

- o **Course Name:** For example, Introduction to Statistics
- o **Course Number:** For example, ST 101

ETC...