

Syllabus Guidelines – Action Item Explanation and Potential Motion

Please refer to: https://www.fgcu.edu/facultysenate/files/2022-23/Syllabus_Guidelines_draft_9_23_22.pdf

The “Syllabus Guidelines Information” section of the document would be one webpage (first draft: <https://webdev.fgcu.edu/about/leadership/officeoftheprovoost/course-syllabus-guidelines>)and would be treated more as academic policy and changes would be subject to Faculty Senate review and approval. This page would contain the list of what elements are required in a syllabus and what steps a faculty must complete with their course syllabus. This would be a faculty-facing page, not a student-facing page (though it would be public).

The “Core Syllabus Policy Statements” section of the document would be another webpage (first draft: <https://webdev.fgcu.edu/about/leadership/officeoftheprovoost/core-syllabus-policy-statements.aspx>) and this is would be what would be linked to from every course syllabus and would contain the general policy statements that apply to all courses at the university. These core policy statements could be amended as needed by the Provost’s Office when university policy or practice must change because of health and safety requirements, statutory, legal, or regulatory changes, or other such non-academic practice change. Any changes would be noted as recent updates and faculty would be notified of the changes. This page is “student-facing,” meaning that it would be for students to review and be aware of.

The Office of the Provost and the Office of Planning and Institutional Performance would also like to emulate USF’s example and create a syllabus template that could be downloaded (see USF example <https://www.usf.edu/innovative-education/citl/documents/citl-syllabus-template.docx>) but this work will

A potential motion from Faculty Senate at this date, 9/23/22, in support of all of these changes could be:

The Faculty Senate of FGCU supports changing the format of the current syllabus guidelines and core syllabus policy statements from a static PDF document to dynamic web pages. A “Core Syllabus Policy Statements” page will be created and updated as needed by university administration with university policies and procedures and faculty will be notified of substantial changes to policy statements. A “Course Syllabus Guidelines” page will be created from the current syllabus guidelines document information and treated more like academic policy. Course syllabus requirements should not change without review by Faculty Senate.

- Composed and offered for consideration by Anna Carlin, Faculty Senate President