The following motion passed at Faculty Senate meeting #231 on April 2, 2018

MOTION:

The UAF Faculty Senate moves to amend the syllabus checklist in order to update wording, links, and other contact information, to update required syllabus components for curriculum review, to clarify required and optional syllabus components for faculty to use, and to provide a link to a repository (student handbook) of student rights and resources as follows:

Effective: Fall 2018

Rationale: The following reasons are submitted as the basis for amending the UAF syllabus checklist:

1. A general update was needed to align with the layout of current course formats.
2. Clarification on required versus optional components was needed.
3. Change the format of the form to increase usability by both faculty developing or making changes to courses, as well as those committees reviewing them.
4. Add in clarifying statements for student protections, such as Title IX and protection of minors due to changes in the University's climate, and services.

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Chris Fallen, UAF Faculty Senate President

The Chancellor: ✓ Acknowledges ____ Vetoes

_____   Date: 4/19/18
Daniel M. White, UAF Chancellor

New checklist is proposed as follows:

SYLLABUS CHECKLIST FOR ALL UAF COURSES

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied. DISCLAIMER: radically changing your course requirements once a semester has started is problematic and should be avoided to limit possible negative impacts on you and your students.

Instructor's Name and email, Date, course number (enterable fields)

Required components (in no particular order); Responses include: Yes, No, unsure

- ❑ Course information: Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits for more information go here: uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/).
- ❑ Course type indicated: in person, online, online synchronous, field, lab, internship, etc.
- ❑ Instructor (and if applicable, Teaching Assistant) information: such as name, office location, office hours, telephone (if applicable), email address, etc.
- ❑ Course description: Inclusion of current catalog description is *required* in 50 words or less.
- ❑ Representative Course Readings/Materials: Course textbook title, author, edition/publisher. Supplementary readings (indicate whether required or recommended) and any supplies needed.
- ❑ Student Learning Outcomes: (assessment of which are crucial for <u>accreditation</u>) Measurable output that the student can expect to gain and demonstrate by completing the course requirements successfully. For more information on how to develop SLO's go to iteachu.uaf.edu/objectives/
    - ❑ If a GER course: ensure that SLO's align with BOR policy.
    - ❑ Copy/paste SLOs here (enterable field)
- ❑ Instructional methods: Describe the teaching techniques (eg: lecture, case study, small group discussion, private or studio instruction, simulations, games, journal writing, labs, use of distant delivery, audio/video conferencing, etc.).
- ❑ Course calendar: A detailed week-by-week, at a minimum, schedule of class topics, readings, and major assignments and exams. You may refer to the outline as tentative or subject to changes to allow for modifications during the semester.
- ❑ Course policies: Specify course rules, including your policies on expectations on progress in coursework, attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity; in particular those that would affect evaluation of student performance in the course.

- ❑ Evaluation: Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.).
- ❑ Student protections and services statement: Every qualified student is welcome in my classroom. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc to find reasonable accommodations. Students at this university are protected against sexual harassment and discrimination (Title IX), and minors have additional protections. *As required,* if I notice or am informed of *certain types of* misconduct, then I am required to report it to the appropriate authorities. For more information on your rights as a student and the resources available to you to resolve problems, please go the following site:<u>https://cms-test.alaska.edu/handbook/</u>
- ❑ Graduate Student version
  - ❑ Student protections and services statement: Every qualified student is welcome in my classroom. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc to find reasonable accommodations. Students at this university are protected against sexual harassment and discrimination (Title IX), and minors have additional protections. For more information on your rights as a student and the resources available to you to resolve problems, please go the following site: <u>https://cms-test.alaska.edu/handbook/</u>

Optional components (in no particular order)
- ❑ UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: <u>alaska.edu/nondiscrimination</u>.
- ❑ Your instructor follows the University of Alaska Fairbanks Incomplete Grade Policy: "The letter "I" (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Negligence or indifference are not acceptable reasons for an "I" grade."
- ❑ Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) <u>PDF summary of grading policy for "C"</u>
- ❑ Department/program In-depth Course description: Additional course description that includes overall instructor vision for the course (i.e., more thorough description of course above the 50 word catalog description).
- ❑ Course Goals: The overall ideas of the course, and the rationale for its respective components.
- ❑ Technology requirements: Access the internet, create pdfs, specific software, play video/audio, record video/audio, bandwidth, access to phone line, etc...
- ❑ Effective communication: Students who have difficulties with oral presentations and/or

writing are strongly encouraged to get help from the UAF Department of Communication's Speaking Center (907-474-5470, speak@uaf.edu) and the UAF English's Department's Writing Center (907-474-5314, Gruening 8th floor), and/or CTC's Learning Center (604 Barnette st, 907-455-2860).

Have you included all required elements into your syllabus or provided rationale for not including them? yes/no

Submit form button

[END MOTION HERE]