

College Operating Procedures (COP)



Procedure Title:	Common Course Preparation
Procedure Number:	03-0604
Originating Department:	Provost/Vice President of Academic Affairs
Specific Authority:	N/A
Board Policy	N/A
Florida Statute	N/A
Florida Administrative Code	
Procedure Actions:	Adopted: 06/01/10; 02/15/11; 07/01/15
Purpose Statement:	The Common Course Syllabus assures consistent delivery of information and format regarding professor contact information; course number, title, description, and credit hours; prerequisites and co-requisites; a topic outline; general as well as specific learning outcomes and assessments for the course; and the College policy for students with disabilities.

Guidelines:

The Common Course Syllabus for all approved courses is available through the College's employee portal in Document Manager under the headings VP Academic Affairs (20xx-20xx Syllabi Templates). Items I through V on the Common Course Syllabus are distinguished from the remainder of the syllabus in that these items provide an overview of the content of the course. Items VI through XIII, on the other hand, provide a detailed description of the particular section of the course that a student is enrolled in during a particular semester, and includes such information as schedule of class meetings and assignments, attendance policies, textbook requirements, grading policy, and scheduled test dates. Completion of items VI through XIII on the Common Course Syllabus is the responsibility of each professor. These items should be developed by the professor and sent to the Department Chair/Coordinator/Associate Dean for review before the first class meeting each semester or term. The Dean is responsible for the approval and retention of copies of all syllabi for their school.

Procedures:

All faculty shall submit their syllabi to the Department Chair/Coordinator/ Associate Dean no later than the day before classes begin for the term/semester. The Department Chair/Coordinator/Associate Dean will review the syllabus and, in cases whenever necessary, suggest improvements to the faculty member. The Department Chair/Coordinator/Associate Dean will forward all syllabi (including syllabi with unresolved suggestions for improvement) to the appropriate Dean before the end of the first week of classes. The Dean is responsible for the approval and retention of copies of all syllabi for their school. All syllabi must be housed in the appropriate Dean's office no later than the end of the second week of classes. The Dean will use full-time faculty syllabi in the evaluation of Teaching and Instruction supervisor's score for subsections (b) Instructional Design and (d) Instructional Management for any full-time faculty member going through the Comprehensive Portfolio Review Process. Adjunct faculty members' rehiring decisions are based on a myriad of factors including providing syllabi which include clear course objectives and requirements and adhere to established college and department policies and procedure.