

Resolution on Including
Critical Information in Course Syllabi
No. 05-06-02

WHEREAS, the faculty are committed to providing an exemplary learning environment that supports student success; and

WHEREAS, the faculty agree that among the keys to student success is the development of course syllabi that contain clear, comprehensive course information and requirements; and

WHEREAS, the faculty support standards of accreditation which state, in part, that

“The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning objectives consistent with those in the institution’s officially approved course outline.” (*Guide to Evaluating Institutions*, II.A.6);

THEREFORE, IT IS RESOLVED that the faculty, as part of its broad commitment to a collegiate learning environment that promotes student success, agree that each course syllabus shall include, but not be limited to, the following course information:

1. Faculty contact information;
2. Course description consistent with the description in the corresponding course outline;
3. Course content consistent with the content in the corresponding course outline;
4. Student learning outcomes consistent with learning outcomes in the corresponding course outline;
5. Instructor’s grading methodology and, as appropriate, grading rubric;
6. Titles of textbooks or other learning materials students are required to have for the course;
7. Listing of key assignments and projected due dates.

Motion to Approve Resolution by: S. Stoeckle

Date: February 14, 2006

Motion Seconded by: R. Robertson

Approved by Vote: Yes



Hortensia DeLeon, President
Palo Verde College Academic Senate



Recording Secretary
Chris Jones-Cage