

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
SIP-3160

SUBJECT: Course Syllabus
REFERENCE: None
ORIGINATION: July 1, 1984
EFFECTIVE: December 9, 2008
REVIEWED: February 15, 2023

SECTION 1. PURPOSE

1.1. To establish procedures for writing, approving, and distributing course syllabi.

SECTION 2. SCOPE AND APPLICABILITY

2.1. This issuance applies to all full-time and adjunct faculty of Southern West Virginia Community and Technical College (Southern) and all courses taught by Southern or any of its off-campus sites.

SECTION 3. DEFINITIONS

- 3.1. Student Learning Outcomes – Statements that specify what the student will know or be able to perform at the end of the course. They specify an action by the student that must be observable, measurable, and able to be demonstrated by the end of the course. These outcomes need to be realistic, specific, and well-defined and rely on action verbs in the future tense. These are for courses only.
- 3.2. General Education Learning Outcomes – Statements that are considered to be the College’s Institutional Outcomes. The outcomes describe what a student should know or be able to do at the end of graduation. These outcomes are set by the Assessment Committee and are faculty-driven.
- 3.3. Course Objectives – Statements of what a faculty member will cover in a course. They are less broad than goals and broader than student learning outcomes. They can be used to give an overview of different parts of the course. The brief overview contains important information for students interested in taking your course. It introduces the main idea of the course and describes the topics or concepts that the course or unit covers.

SECTION 4. PROCEDURE

- 4.1 Faculty will distribute a syllabus for each course assigned to the student either in a face-to-face class or posted in the learning management system.
- 4.2 Each syllabus shall follow the format as described in SIP-3160A. To ensure consistency in their development and distribution, all syllabi for courses delivered at Southern shall be written professionally and formatted according to the standards established in SIP-3160A.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Southern intends to offer quality and consistent course offerings. To accomplish this, multiple sections of the same course shall use the same student learning outcomes. The format for course syllabi provides the framework for drafting student learning outcomes that are competency-based and measurable and allows for satisfactory goal attainment by the student. Those outcomes will be specific and communicated to the student, including the competencies that the student must demonstrate by the end of the course.
- 5.2 The accepted practice considers courses to be the same if 80% of the course content is the same and similar. Southern requires that each section of a course meet criteria this 80 % match criterion. This constitutes the set of common student learning outcomes to be included in all syllabi for that course. The set of common student learning outcomes will be developed by faculty and/or the academic unit responsible for the course and be reviewed and approved through the college governance structure.

SECTION 6. GENERAL PROVISIONS

- 6.1. None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 THE FACULTY WILL:

- 7.1.1 Develop and distribute a syllabus for each course that communicates the knowledge the student will gain and skills the student will demonstrate as a result of successfully completing each course.
- 7.1.2 Develop and recommend common course student learning outcomes, seeking and considering adjunct faculty input where necessary and appropriate, for approval by the appropriate academic unit.
- 7.1.3 Complete the syllabus adhering to the approved format set forth in SIP-3160A.
- 7.1.4 Maintain approved student learning outcomes and syllabi electronically in an approved electronic format for each course taught.
- 7.1.5 Distribute the course syllabus to students electronically or in paper format, within the first week of the class's start date, regardless of the class's delivery method; however, electronic distribution of a PDF syllabus is preferred.
- 7.1.6 Send finished syllabi electronically to their appropriate Director and/or Dean before distributing them to the students.
- 7.1.7 Review approved syllabi every three years, at a minimum, and type the most recent year of review in the corner of the document.

7.2 THE CURRICULUM SUBCOMMITTEE WILL:

- 7.2.1 Review the student learning outcomes and syllabi presented by discipline faculty for approval.

7.3 THE DEAN WILL:

- 7.3.1 Ensure all faculty are aware of this procedure.
- 7.3.2 Ensure the syllabi has the necessary information in the correct format.

7.3.3 Submit the approved syllabi to the Director of Accreditation and Assessment.

7.4 THE DIRECTOR OF ACCREDITATION AND ASSESSMENT WILL:

7.4.1 Ensure the syllabi has the necessary information in the correct format.

7.4.2 Place the syllabi on a secured electronic database.

7.5 THE CHIEF ACADEMIC OFFICER (CAO) WILL:

7.5.1 Serve as custodian of approved syllabi and will notify the Dean and/or faculty of any changes to syllabi through procedures established in this policy.

SECTION 8. CANCELLATION

8.1. This procedure supersedes any and all policies regarding academic course credit syllabi.

SECTION 9. REVIEW STATEMENT

9.1. This procedure shall be reviewed regularly with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: SIP-3160.A Course Syllabus Format

Distribution: All employees of Southern West Virginia Community and Technical College via www.southernwv.edu

Revision Notes: April 2010 – The policy SCP-3160 was rescinded by the Board of Governors to become a unit procedure on December 9, 2008.

February 2023 – The procedure SIP-3160 was updated to reflect HLC standards.