

## NORTH HENNEPIN COMMUNITY COLLEGE

<b>Policy Number:</b> 3.22	<b>Policy Name:</b> Course Syllabi and Course Outlines
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<b>Effective Date:</b> November 23, 2011	<b>Next Review Date:</b> AY2015-2016
<b>Regulatory Authority:</b> MnSCU Board Policy 3.22 and Procedure 3.22.1	

### **Part 1. Introduction/Background.**

The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. The course outline communicates information about college courses to both internal and external stakeholders and aligns the courses with applicable accreditation requirements. Nothing in this document shall be interpreted to expand, diminish or alter the academic freedom provided under Board policy and System collective bargaining agreements.

### **Part 2. Definitions.**

#### **Subpart A. Course Outline.**

The course outline is the document approved through the Academic Affairs and Standards Committee (AASC) for all new courses and for any substantive changes, and shall include the subject, course number, course title, course descriptions, prerequisites, co-requisites, total credits, lecture/lab breakdown, semesters offered, academic content, course outcomes, Minnesota Transfer Curriculum (MnTC) goals and competencies, and/or program/discipline/department goals, learner outcomes/student competencies, and the assessment of those goals and outcomes, the Essential Learning Outcomes (ELO's) and any revision history. The academic content and outcomes are common to all faculty members who teach the course and are the property of the college. A course outline must accompany any new course proposal or any course modification proposal and is reviewed/updated every five years as part of the Program Review cycle. The college maintains the course outline records.

#### **Subpart B. Course Syllabus.**

The course syllabus is a document that contains the elements of the corresponding course outline, standards for evaluation of student learning, and additional information that reflects the creative works of the faculty member. The course syllabus is the property of the faculty member

#### **Subpart C. Course Syllabus Checklist**

The Course Syllabus checklist is a document that identifies required and best practices information for guidance to faculty when composing the course syllabus. Best Practices will be updated regularly and provided to faculty prior to a given semester. Required information changes will go through the AASC processes before being placed on the syllabus checklist. The Course Syllabus Checklist will be maintained on the NHCC Intranet in Documents/Academic Information/Syllabus Information.

### **Part 3. Dissemination to Students.**

Pursuant to MnSCU Policy 3.22 Course Syllabi, faculty members are required to provide each student with a course syllabus within one week of the first class session; however, it is recommended that the course syllabus be provided during the first class session. When courses are offered in a condensed format, the syllabus shall be provided the first day of class.

### **Part 4. Dissemination to College Administration.**

The faculty member shall provide a copy of the current course syllabus to the administration within one week of the first class session.

Policy Review Action	Date(s)
Campus Community Review Period	
Shared Governance Council Review	
Bargaining Unit Review	
Student Senate Review (student-related policies)	
President Approval	
Campus Community Dissemination	

**History**