

COMMUNITY COLLEGE OF DENVER

Title: Master Syllabus

Guideline #: INST – 23

Approved: January 10, 2017
August 9, 2017

References: Syllabus Template

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To outline how the syllabi template is kept up to date and used at Community College of Denver (College or CCD).

2. APPLICABILITY

These guidelines apply to all faculty at CCD.

3. GUIDELINES

Anyone can make a recommendation to update or modify the syllabus to Faculty Council, but Faculty Council controls the process for determining updates and changes.

Faculty Council will record their rationale and a mock-up of the changes voted upon in the Faculty Council meeting minutes. The meeting minutes must provide, in sufficient detail, the reason for any change or why a change was not approved.

Faculty Council will submit the mock-up of changes to the Administrative Assistant to the Provost for final edits. The changes will be made to the syllabi's Word and PDF templates and uploaded to the Document Library on the College's web site by the Administrative Assistant in the Office of the President. The Administrative Assistant will also update the web page to include a list of changes to the syllabus.

Once the Document Library is updated, College staff will be notified as follows:

- The Administrative Assistant in the Office of the President will include it in the CCD Weekly;
- The Faculty Council chair will disseminate the meeting minutes to all faculty; and,
- The Assistant to the Provost will advise Center Office Managers who are responsible for notifying faculty within their Center.

Changes must be completed, and uploaded to the Document Library, no later than week seven (7) of the fall term for the upcoming spring semester, and week seven (7) of the spring term for upcoming fall semester. There can be no changes for the summer semester. This means that any proposed change(s) to the syllabus must go before Faculty Council at their first meeting of each semester.

At the approval of Faculty Council, some elements of the syllabus have been moved to directly import into CCD Learning Management System (LMS) course shells every semester. Those elements remain part of the master syllabus.

All faculty and instructors will use the syllabus template for all classes. The template will only be modified where permissible as indicated on the template. This ensures that all classes:

- Have a syllabus which is easy for students to navigate;
- Include all required class information; and,
- Remain compliant with the Americans with Disabilities Act (with amendments).

All faculty and instructors will review the syllabus on the first day of class, including those elements housed in the College's Learning Management System shell.