

Faculty Senate Feedback re: Institutional Syllabus and Class Syllabus Template:

We LOVE that the institutional syllabus pulls all the burden of getting the legal policies, phone numbers, links, and student support ideas into one document controlled and checked by some central entity.

1. Now that Franklin is gone, who is the central entity that will control the institutional syllabus?
2. FS wonders how many students are seeing the institutional syllabus – eLearning loaded it into the Syllabus page of everyone's classes this term, but some people copied their old classes into this term and accidentally overwrote the link to the institutional syllabus. We need to make sure faculty don't make this mistake in the future.
3. Will we be able to get the institutional syllabus onto the black left-hand ribbon on Canvas where it will be more obvious?
4. Should a statement about "Appropriate Use of College Technology" be included in the institutional syllabus? Dan A. says yes, the rest of FS wasn't sure. Is appropriate use of college technology currently covered in Student Rights and Responsibilities? Maybe SR+R needs an update also regarding technology use.

Things that we might consider adding the institutional syllabus, now or in the future:

1. Link to Diversity and Inclusion resources: <https://www.cocc.edu/departments/multicultural/>
2. "Military Connected" Statement. Check with Sara Henson or Bonnie Jordan for words. Doesn't seem to be included under the diversity and inclusion link.
3. Safe Zone Statement (already included under Diversity and Inclusion above).

"Safe Zones are confidential and safe environments for lesbian, gay, bisexual, transgender, and queer (LGBTQ) individuals. The Safe Zone symbol displayed around the campus identifies individuals who are compassionate, understanding, and committed to helping create an open and accepting environment on the COCC and OSU-Cascades campuses. Safe Zone volunteers can be identified on campus by the Safe Zone logo posted on or near an office door. For more information and a list of volunteers, see the Safe Zone web page at <https://www.cocc.edu/departments/multicultural/lgbtq-programs/safe-zone-training.aspx>

4. Academic Honesty Statement. (Is this more appropriate in the class syllabus? A faculty member might put more emphasis on this in their class syllabus, but it would be nice to have this in the institutional syllabus.)

"All students are expected to submit work that is their own, and to properly cite the work of others. Application and registration forms must reflect true and accurate information. plagiarism, cheating, forgery, and other dishonest acts will not be tolerated and may result in disciplinary action. For a full statement, refer to the Student Rights and Responsibilities document at <https://www.cocc.edu/policies/general-procedures-manual/student/student-rights-and-responsibilities.aspx>"

5. Land Acknowledgment. Include link to video that has all the correct pronunciations?

6. We have a snow closure policy. What about other causes of college closure, i.e., internet failure, smoke, fire danger Is it AA's job to revise this policy (with feedback from FS)?

Questions about the Class Syllabus Template:

1. Wait, what happened to the student insurance statement we used to have? If it still exists, should it go on the institutional syllabus or as an option on the class syllabus?
2. Make sure that faculty know that "Any policy that you want to enforce should be clearly stated in your syllabus." Put a statement to that effect in the template?
3. What are the rules about attendance policies? There's definitely some confusion among faculty about whether or not we can require some level of attendance.
4. Include a statement about "you don't have to use this template, but you must include all this information" on the template?