

## **Committee on Policy on Curriculum Review and Revision End-of-Year Report to Faculty Senate**

### **Committee members:**

Jeremiah Boydston (chair)  
Jayne Bopp  
Robert Hochstein  
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### **Report:**

At the beginning of the Fall 2016 semester the ad hoc Committee on Policy on Curriculum Review and Revision (CPCRR) was tasked with revising the L5.201 policy statement, last revised during the Fall 2010 semester. The primary task of the present committee was to determine which course syllabi information should be considered “standardized item” and thus required on all syllabi.

The committee first met on September 9, 2016 to discuss the issue of standardized items for course syllabi and initially determined that the Title IX and Students with Disabilities statement should not be included within course syllabi. We agreed that while syllabi do constitute an agreement between students and instructors regarding course policies and procedures, syllabi are not the appropriate vehicle for delivering institutional legal statements, which are available to students on in the course catalog and on the Leeward CC website. The committee also agreed that syllabi should contain a statement on grading policy and a statement on academic dishonesty, the latter of which should mirror what is stipulated in the course catalog.

During the October 2016 CCCFSC Faculty Senate Chair William Albritton reported that “John Morton said that Title IX and the Disability Statement should be in the syllabus. In his view, the syllabus is the best way to get these statements to the students. I told him that this subcommittee was against all non-academic statements in the syllabus. He said that he would make a policy that requires the Title IX and the Disability Statements in the syllabus.” The policy on these requirements is still pending.

On January 6, 2017 VCAA Della Teraoka sent an e-mail to all faculty reminding them that the information required on the 2010 version of the L5.201 statement, including the Students with Disabilities Statement and the Student Assessment Notification, was required on all course syllabi. “All other statements [including the Title IX statement] are informational and optional,” the email stated.

The revised L5.201 memo, which included updated language regarding KSCM and the revised list of standardized items (see below) was sent to Chancellor Cabral, who stated “I'm willing to approve/sign if the Faculty Senate is in agreement to **strike out the "Assessment**

**Notification.**” During the March 15, 2017 Faculty Senate meeting, member voted to approve the omission of the Assessment Notification as a standardized item.

**Original memo (standardized items):**

- Course alpha and number designation, title, credits, prerequisites, most recent catalog course description, and student learning outcomes (as reflected in Curriculum Central).
- Students with Disabilities Statement and Student Assessment Notification.
- Instructor information: name, office location, office hours, phone number, and e-mail address.
- Instructor’s personalized information: name, office, office hours, phone number, e-mail address, course selection number, classroom, course meeting days and times, and list of requisite textbooks and supplies.
- Additional pages of the syllabus can reflect the individuality, style, and creativity of the instructor.

**Revised memo (standardized items):**

- Course alpha and number designation, title, credits, prerequisites, most recent catalog course description, and student learning outcomes (as reflected in KSCM).
- Assessment notification.
- Instructor information: name, office location, office hours, phone number, and e-mail address.
- Course information: course record number (CRN), classroom location, course meeting days and times, and a list of required textbooks and supplies.
- Grading policy.
- Academic Dishonesty policy, as shown in current catalog.

On March 20, 2017 the [revised Policy on Curriculum Review and Revision](#) was approved.



