Syllabus Template Taskforce

Task:

- The Faculty Senate approved the Canvas for Accreditation Resolution, part of which recommended the formation of a faculty-led task force to develop a syllabus template.
- The resolution calls for all faculty to house a copy of their course syllabus in the syllabus feature of Canvas, and
- All syllabi must have the current course student learning outcomes listed, and
- That the college adopts Simple Syllabus to make these syllabi accessible to Chairs, Deans, and Visiting Teams through institutional-level access.
- Resolved that the Faculty Senate recommend to the College that Canvas be the official central repository for course syllabi
- The goal of the task force is to:
  - Create an equitable, accessible syllabus template.
  - Provide students with the information they need to succeed in class.
  - Include required, recommended, and optional elements that will be used to populate Simple Syllabus, while retaining instructor autonomy and flexibility wherever possible.

Overview:

1. In this document, you will find the Accreditation Standard linked to SLOs and syllabi.
2. Second, a list of items that the task force recommends be required in all course syllabi.
3. Third, is a list of recommended items that faculty can edit or choose to opt out of in Simple Syllabus.
4. The task force recognizes that Cerritos College faculty have a variety of different forms of syllabi, many of which have been cultivated with great care and pride. In these cases, faculty may add a link to their syllabus in the "syllabus" feature of Canvas, under the required syllabus items.

1. Accreditation Standards:

II.A.3. The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive

a course syllabus that includes learning outcomes from the institution's officially approved course outline.

https://accjc.org/wp-content/uploads/Accreditation-Standards_-Adopted-June-2014.pdf

2. Task Force Recommendation for Required Syllabus Items

The Task Force recommends that the following items be included as required syllabus items. The items are consistent with national education standards for best practices, and SLOs on course syllabi are required by ACCJC. This information also aids students when they apply for transfer and must supply a syllabus that meets accreditation standards.

Recommended Required Items	Source
College Name	Auto-populate*
Official Course Title	Auto-populate*
Course Prefix and Number	Auto-populate*
Term and Section Number	Auto-populate*
Instructor Name	Auto-populate*
Instructor Contact Information	Instructor Add
Student Learning Outcomes	Auto-populate*

*Simple Syllabus will integrate with campus applications such as Elumen, PeopleSoft, and CourseLeaf

3. Recommended Course Syllabus Optional Information

1. The task force recommends that the following items be included in all campus syllabi.
2. The application Simple syllabus allows for these items to be provided as opt-in/opt-out, and all statements can be edited by the faculty.

3. Departments and instructors can also add sections and/or language that is unique to the needs of their discipline and courses.
4. Course syllabi can be rolled over from semester to semester in Canvas.

Recommended Optional Item	Source: Proposed Language or Instructor Enter
Instructor Bio Statement	Instructor enter
Instructor Preferred Method of Communication	Whether you are taking this course online or in person, my intention is for you to have your questions answered in a timely manner. Stop by a scheduled Student Hour for in-person or on-Zoom help. Regarding email, I am available Monday - Friday and I will reply within 24 hours.
Student Office Hours	Instructor enter Sample Message: Student office hours are times when you can meet with me to discuss the material being presented in class or other related interests you have.
Course Add and Drop Dates	Auto-populate*
Course Book(s) and Instructional Materials	Instructor enter
Course Description	Auto-populate*
Course Modality Instructors will be able to choose the appropriate modality description for their course.	This class is offered in [x] modality. In-person: All instruction and interaction occur in-person during scheduled class meetings. Online: All instruction and interaction are online with no mandatory synchronous or in-person meetings. Live Remote/Online: There are required scheduled remote meetings in real-time that are noted in the schedule of classes. All instruction and interaction are online.

	Hybrid: There is a combination of scheduled in-person or live remote meetings and online asynchronous teaching and learning with regular and effective interaction in both modalities. Online with Required On-Campus Activities: All instruction and interaction will take place online except for either noted assessments and/or specified activities which will be in person. Hyflex: Students will have the flexibility to participate in-person or remotely.
List/Description of Course Assignments, Quizzes, and Tests	Instructor Enter
Course Grading Policy/Late Policy	Instructor Enter
Course Grading Scale	Instructor Enter
Incompletes	If a student is in good standing in class but unable to complete the course due to an emergency or other valid reason at the end of the term, the student can request an incomplete grade from the instructor which will appear as an "I" on the transcript. The student will have one year to complete the remaining work and receive a final grade for the course or the incomplete will revert to the course grade prior to the end of the term.
Weekly Course Schedule	Instructor Enter
Attendance Policy In-person Courses	Attendance is important for your success in this course. Students who are absent in excess of 10% of the total class hours are subject to drop. Students who do not attend the first day of class may be dropped to make room for waitlisted students.

Attendance Policy Online Courses	Absences in a Distance Education course are accounted for by monitoring academic attendance. A student will be considered "present" if there is evidence of weekly participation such as submitting an assignment, posting in a discussion, taking a quiz or exam, or initiating contact with your instructor or course tutor regarding course material. You may be dropped from the course for non-attendance. Students who do not log in and participate may be dropped to make room for waitlisted students.
Student Accessibility Statement	If you are already registered with Student Accessibility Services (SAS) please request your Letter of Accommodation in the Student Portal. If you are seeking registration and support services, please apply for services via the SAS online application. For more information, please review the SAS website, visit us in the LA/SAS Building, or contact us by phone at (562) 806-2451 ext. 2335. OR Sometimes students benefit from additional support in class. If you have a disability for which you are or may be requesting an accommodation, or don't know if you do but think you would like to learn more, you are encouraged to contact both your instructor and Student Accessibility Services, at (562) 860-2451 ext. 2335, as early as possible
Student Conduct Statement	Students are responsible for upholding the Standards of Student Conduct (BP 5500), including academic honesty and behavior expectations. It is expected that all students will follow these regulations and demonstrate respect

	for the community and its members. Students who are alleged to have violated these Standards are subject to the Student Discipline Procedures (AP 5520).
Academic Integrity Statement	Academic honesty is taken very seriously by the Cerritos College faculty and is expected at all times. All coursework is to be the original work of each student. Plagiarism, cheating, and other forms of academic dishonesty are violations of the college's official Standards of Conduct. https://www.cerritos.edu/academic-affairs/academic-honesty.htm
Intellectual Property Statement	Unauthorized use, duplication, or transmission of instructor and student intellectual property (recordings, lectures, images, and files) is prohibited in this course and will be dealt with according to school policy. Please see Cerritos College campus policies: https://www.cerritos.edu/board/_includes/docs/BP/BP_5500.pdf.
Computer Technology	This course uses Canvas as a course management system. You will need the following computer resources: (1) an internet connection and (2) an email account. If you do not have a personal computer, you may use the Cerritos College Computer Lab. One lab is located in the library basement and another is on the library building's second level. Plan now to have a backup computer in case your primary system has problems.

	If you find yourself in need of help with school systems such as Canvas and email, you can receive technical assistance. Here is the contact information: Canvas Support: tnstudenthelp@cerritos.edu Technical Support: studentcomputerhelp@cerritos.edu
Student Resources	Cerritos College provides a wide variety of services to support you on your student journey, from Career Services to the Library, to basic needs support. To learn more, please visit our college's Student Resources: https://www.cerritos.edu/services/default.htm In addition, if you feel comfortable, please consider reaching out to me through email or during student office hours.
Learning Environment	This is an inclusive learning environment in which you will be treated with respect and dignity, and in which all students have an opportunity to participate, contribute, and succeed. Learning is enhanced by the experiences, knowledge, and perspectives of others. I encourage you to share your views and understand that you are doing so in a learning environment in which all are expected to engage respectfully and honor the dignity of others, as well as uphold the college's standards of conduct. OR As a class, we represent a diverse community. It is through our similarities and our differences that

	we expand in our humanness. Let's be gracious, polite, and supportive while we all work together toward a successful semester. OR Everyone has the right to feel comfortable and safe in all of your classes. If you feel like your performance in the class is being impacted by your experiences inside or outside of class, please don't hesitate to come and talk with me. I want to be a resource for you and help by being a bridge to the many resources available to you on campus. I (like many people) am continuously in the process of learning about diverse perspectives and identities. If something is said in class (by anyone including me) that makes you feel uncomfortable, please talk to me about it. You and I can discuss the best options for moving forward, and be assured, your concerns will be met with the utmost respect. If you have a name and/or set of pronouns that differ from those that appear in your official records, please let me know. If, as a reflection of your gender identity, you prefer a name different from your legal name, a very simple "Preferred Name Change Process" is available at Cerritos College.
Learning and Career Pathways	Choosing a major can be hard. Find the right program to meet your academic and career goals through our Learning and Career Pathways! Whether you're planning to transfer, earn an associate degree, or develop new skills for the workforce, Cerritos College has a pathway to help you cross the finish line. With one of the largest offerings of programs in Southern California, Cerritos College is the place to plan your future.

	Visit the LCP page at https://www.cerritos.edu/learningcareerpathways/default.htm
Success Center	Do you need tutoring for any of your Cerritos College courses? Do you need help managing your time efficiently? Do you need to learn how to take good lecture notes or learn how to better study from your textbook? Do you need help dealing with the stress of going to college? The Success Center can provide the answers and the help that you're looking for. All Cerritos College students may attend any of the free services listed below. Visit the Success Center's website at www.cerritos.edu/sc for more information.
Basic Needs Support	Any student who is experiencing academic barriers due to basic needs (housing, food, or hygiene insecurities or due to an unexpected event or financial emergency) is encouraged to contact Falcon's Nest to discuss potential resources available on campus and in the community. Please feel free to email us at falconsnest@cerritos.edu.
Land Acknowledgement	Cerritos College acknowledges the Tongva people as the traditional stewards of this land. As a public institution, we pay our respect to their ancestors, the people, and their future

Sensitive Course Materials and Content	Please note that some content in this course may be sensitive, controversial, and challenging to your personal beliefs or values. The purpose of this content is not to offend, but rather to engage in academic inquiry, increasing your understanding of people and cultures that are different from your own, as well as your own self-understanding. Respecting the diverse thoughts and perspectives we encounter is essential to this process. Please speak with me if you have any concerns about course content at any point during the semester.
Disclaimer	This syllabus is subject to change at the discretion of the instructor in order to adapt to instructional needs.

Syllabus Template Taskforce Members:

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Canvas for Accreditation

Whereas, ACCJC Standard II A.3 specifies that "The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline"; and

Whereas, visiting teams request random copies of syllabi to ensure that these standards are being met in a comprehensive manner by the college; and

Whereas, ACCJC (2020) gave Cerritos College a compliance recommendation "In every class section, the course syllabus must include learning outcomes from the officially approved course outline of record. (II.A.3, I.B.2)"; and

Whereas, the Cerritos College Faculty Federation contract states "By the end of the first week of each session, upload each class syllabus by using the current District system in place (e.g., Rosters+). The District system for uploading revised syllabi will remain open through the final grades submission period"; and

Whereas, the College's current method for collecting course syllabi and ensuring they meet Cerritos College and accreditation standards relies on outdated Rosters+ technology; and

Whereas, the College does not currently maintain a comprehensive syllabus template and existing suggested syllabus language is housed in disparate locations across the College website; and

Whereas, the Center for Urban Education (2017) identifies course syllabi as a valuable tool to promote equity in the classroom and "demystify the implicit norms and ambiguous processes that characterize college such as how to be a 'successful' student" (p.3) and advancing equity is one of the primary goals of Guided Pathways; and

Whereas, important procedural information, such as class drop deadlines, are not included on all syllabi and may be challenging for students to locate; and

Whereas, part-time faculty face unique challenges of customizing their syllabi to each of the different institutions that they work; and

Whereas, Cerritos College provides customizable Canvas course shells to every instructor for each of their courses; therefore, be it

Resolved that the Faculty Senate recommend that faculty provide accessible syllabi with accurate student learning outcomes, and

Resolved that the Faculty Senate develop a task force to identify elements for an equity-minded comprehensive syllabus template, and

Resolved that the Faculty Senate recommend that the college adopt Simple Syllabus, to make these syllabi accessible to Chairs, Deans, and Visiting Teams through institutional-level access; and be it further

Resolved that the Faculty Senate recommend to the College that Canvas be the official central repository for course syllabi, and be it finally

Resolved that the Academic Senate affirm that:

1. Syllabi are the intellectual property of faculty;
2. Syllabi are essential to academic freedom; and
3. Faculty have final discretion over non-required syllabus elements, syllabus formatting, and the public visibility of their syllabi.

Center for Urban Education (2017). Syllabus review guide for equity-minded practice.

Submitted by:

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Resolution Approved by the Faculty Senate, February 14, 2023
http://go.boarddocs.com/ca/cerritos/Board.nsf/goto?open&id=CMWQF768BF1E

Syllabus Template Language approved by the Faculty Senate on May 2, 2023.