TO: Dr. Doug Whitlock  
President

FROM: Sherry Robinson, Special Assistant to the Provost

DATE: January 7, 2009

RE: Policy 4.1.2 Course Syllabi

Executive Summary

EKU's vision is that it "will hold national distinction as a leading, comprehensive university focused on students and learning." This emphasis on learning means that syllabi need to shift from course objectives to student learning outcomes. Additionally, learning outcomes for 500/700 courses need to be clearly differentiated for undergraduate and graduate students. Other minor changes in the policy are the result of the policy review process.

A few years ago, an ad hoc committee was formed to review the University's syllabus policy. The attached policy revision is a result of the work of the ad hoc committee and the key stakeholders. The policy was submitted to the Provost Council in March 2008 for review. The Provost Council sent the policy to the Faculty Senate and the Council on Academic Affairs for review. The Council on Academic Affairs recommended support of the policy in April 2008. The Faculty Senate expressed concern over some aspects of the policy, and changes were recommended. The Council on Academic Affairs responded to the concerns, making changes where it deemed appropriate. When some concerns remained in the Senate, an ad hoc committee was formed and the concerns were resolved. The Faculty Senate voted in December 2008 to support the revised policy.

Policy 4.1.2 is now submitted for your consideration and submittal to the Board of Regents for final approval. Please let me know if you have any questions or need any additional information.

Presidential Action:
☐ Recommend approval and submission to the Board of Regents for adoption
☐ Approve (no Board of Regents approval is required)
☐ Submit to President's Cabinet for advisement
☐ Submit to __________________________ for further review, drafting, or stakeholder feedback
☐ Not approved/not recommended for submission to the Board of Regents
☐ Other action recommended __________________________

Signature

Date 1/8/09

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.
University Policy Impact Statement

Date Nov 7, 2008

Check One: ☑ Revision of Existing Policy ☐ New Policy

Policy Number (If known) 4.1.2 Policy Name Course Syllabi

Originator(s) Ad Hoc Committee to Review Syllabus Policy/University Programs

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

EKU’s vision is that it “will hold national distinction as a leading, comprehensive university focused on students and learning.” This emphasis on learning means that syllabi need to shift from course objectives to student learning outcomes. Additionally, learning outcomes for 500/700 courses need to be clearly differentiated for undergraduate and graduate students. Other minor changes in the policy are the result of the policy review process.

Consistency with EKU’s Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

The proposed changes are consistent with EKU’s mission and values. Further, accrediting bodies, including SACS, expect the University to assess student learning outcomes. That assessment is made easier when those outcomes are explicit.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU’s culture and/or behaviors that may be involved.

This policy will have require no additional resources. Some faculty will need to change the way their course syllabi are prepared.

List Key Stakeholders who have been consulted. Indicate action taken and the date it was taken. Attach additional page if necessary.

Provost Council ☑ Yes ☐ No ☑ Other Date Mar 5, 2008

Council on Academic Affairs ☑ Yes ☐ No ☑ Other Date Apr 17, 2008

Faculty Senate ☑ Yes ☐ No ☑ Other Date Dec 1, 2008

Provost Council ☑ Yes ☐ No ☑ Other Date Dec 3, 2008

President ☑ Yes ☐ No ☑ Other Date

Board of Regents ☑ Yes ☐ No ☑ Other Date

Executive Policy Group Only ☐ Board Approval Required ☐ Additional Pages Attached # of additional pages ☐ Print Form
Council on Academic Affairs - April 17, 2008

Faculty Senate’s Response Regarding the Syllabus Policy

**p. 1**

**Question:** Must the syllabus be provided on the first day of class? Why not the second?

**Question:** Must a paper copy be provided if students can access the syllabus online?

| Each course and each section of each course must have a complete syllabus. Faculty members will distribute a complete syllabus either in paper format or online to students and their department chair on the first day of class. Faculty choosing the online option must inform the class that a paper copy will be provided upon request. |

| Approved revision: Each course and each section of each course must have a complete syllabus. Faculty members will distribute a complete syllabus either in paper format or online to students and their department chair typically on the first day of class and no later than the second University work day. If requested by students, faculty must provide a syllabus in an alternate format (e.g., a paper copy, an e-mail attachment, etc.). |

**p. 2, Item 2**

**Question:** Must the course description be included if it has not changed from the Catalog? CAA approved requiring the complete current course description.

| Catalog course description, including prerequisites |

**p. 2, Item 4.d**

**Question:** Must multi-section courses have some common objectives?

CAA approved requiring a common core of student learning outcomes for all multi-section courses.

**Question:** Does requiring a core of common objectives violate faculty’s academic freedom? No. The individual instructor may add objectives.

| Multi-section courses must have a common core of student learning outcomes that are addressed in all sections. Individual faculty members may add outcomes to the common core. |

**p. 3, Item 8**

**Question:** Should students be responsible for knowing the withdrawal date?

CAA approved the requirement. The current policy requires listing the drop date. The proposed policy gives the faculty member the option of referring the student the Colonel’s Compass.

| Notification of the last day to drop the course. For courses that start and stop on standard dates, the faculty member may either list the drop date or direct the student to the Colonel’s Compass for the date. For courses that start or stop on nonstandard dates, the faculty |
member should list the drop date.

p. 3, Item 12  Question: Must the outline be "topical"?

Question: What does scope mean? Contents?

Approved revised wording:
The Faculty Senate of Eastern Kentucky University met on Monday, December 1, 2008, in the South Room of the Keen Johnson Building. Senator Ware called the fourth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

*Indicates prior notification to the Senate Secretary
^ ALT Caroline Reid attended for P. Litzelfeiner
^ SUB Stephen Black attended for M. McDermott

Visitors to the Senate: Onda Bennett, University Programs; Tina Davis, Registrar; Gary Kuhn, Enrollment Management; Sandra Moore, Diversity; Karen Neubauer, Budgeting; Deborah Newsom, Financial Affairs; Jerry Pogatshnik, Graduate School; Sherry Robinson, Provost Office; Virginia Underwood, Chief of Staff; Janna Vice, Academic Affairs; and Ron Yoder, University Advancement

APPROVAL OF MINUTES:
The November 10, 2008 minutes were approved as written.

PRÉSIDENT'S REPORT: Senator Whitlock
Senator Whitlock voiced his support for the two Budget Committee motions that will be presented later in the meeting.

The amount of the higher education budget reduction has not been determined yet, but it is anticipated that the cut will be around 4%. EKU has been asked to develop a plan which is due by the end of the day on Wednesday to show how the anticipated reduction will be achieved and what the long term implications will be. The plan is to handle the reduction through contingency and other reserves. Senator Whitlock hopes to handle any impact on personnel by attrition, as was done in the spring. However, soft money positions may be affected if grants are cut significantly. Those individuals affected, if qualifications are met, would be given first call on any available positions within the university.

Senator Whitlock announced that, thanks to the efforts of Governor Beshear and District Congressman Ben Chandler, EKU will be partnering with General Atomics to establish the Center for Renewable and Alternative Fuel Technologies (CRAFT). The Center will be used to research the potential for a cellulose-derived biodiesel industry in Kentucky.
NEW BUSINESS:

Dead Week Policy. Lindsey Cross was in attendance to discuss the dead week policy draft, which was updated to include changes requested at the November Senate meeting, and to answer any further questions.

After lengthy discussion, the motion failed for lack of support.

Senator Kean moved to consider appointing a task force to work with the students to find an alternative solution, seconded by Senator Johnson. The majority were in favor and the motion carried.

Syllabus Policy. Senator Carter moved that the Faculty Senate support the revised course syllabus policy dated November 24th as presented by the Senate ad hoc committee, seconded by Senator Taylor. The majority were in favor and the motion carried.

16-Week Semester Discussion. Senator Ware stated that this is a timely discussion because the University sets its calendar in five-year cycles and it's time to begin planning for the next cycle.

Registrar Tina Davis stated that a lot of other universities have already gone to a 15 or 16-week semester. Beginning with Summer 2009, EKU will have a 12-week summer session in order to accommodate programs, practicums and internships that extend beyond the 10-week time frame previously scheduled. Having two 16-week semesters would allow for the extended summer school session to still end by August 1st. Dr. Janna Vice mentioned that summer school needs to end early enough to allow for certification of those students who are preparing to teach.

Senator Noblitt stated that her program's accreditation could be in jeopardy if additional contact hours are lost. If the University goes to a 16-week semester, provisions would have to be made to make up those missed contact hours. Other programs within the University may also be affected similarly.

Ron Yoder, Director of Web Communications, volunteered to help Senator Ware establish a blog on this issue so there can be an open dialogue with the campus community for additional feedback.

Report on University Planning Council & Strategic Planning Council. Harry Moberly and Shannon Means were in attendance to discuss the University Planning Phase I document which explains the role of the newly formed University Planning Council and the Strategic Planning Council. Mr. Moberly stated that the new councils were formed in order to create a transparent
COUNCIL ON ACADEMIC AFFAIRS MINUTES
April 17, 2008

Members Present: Allen Ault, Onda Bennett, Rich Boyle, Ed Davis, Michael Foster, Verna Freer, Gary Kuhnhein, Kim Naugle, Jaleh Rezaie, Liz Throop, Janna Vice (vice-chair), Deborah Whitehouse

Members Absent: Scott Amundsen, Steve Byrn, Lindsey Cross, David Eakin, E.J. Keeley, Sandra Moore, Rodney Piercey, Amanda Sutton, Heidi Terry*

*indicates prior notification

Non-Members Present: Mark Biermann, Kathy Daugherty, Preston Elrod, Renee Everett, Linda Turner

Dr. Janna Vice called the Council on Academic Affairs to order at 1:30 p.m. on April 17, 2008.

APPROVED
Approval of the Minutes – March 20, 2008
The minutes were approved as distributed.

College of Arts & Sciences

Department of Anthropology, Sociology, & Social Work
APPROVED
Program Revision Social Work (B.S.W.) Fall 2008
Remove SWK 358 from the major requirements and add SWK 340.

Department of Art & Design
APPROVED
Course Revision ARH 390 Survey of Art History I Spring 2009
Revise title to include “Non-Western Art;” add prerequisites (ENG 102 or 105 (B) or HON 102; ART 164 or 200); revise course description; remove Gen. Ed. IIIA.

Course Revision ARH 391 Survey of Art History II Spring 2009
Revise title to include “Western Art;” add prerequisites (ENG 102 or 105 (B) or HON 102; ART 164 or 200); revise course description; remove Gen. Ed. IIIA.

Course Revision ART 230 Printmaking I Spring 2009
Revise prerequisite from ART 101 to ART 100.
College of Justice & Safety

Department of Safety, Security, & Emergency Management

APPROVED
New Course
SSE 871 Risk Management in Schools
Spring 2009

Department of Correctional & Juvenile Justice Studies

APPROVED
New Course
COR 450S: Service Learning in Corrections: _____
Spring 2009

University Programs

Women & Gender Studies

APPROVED
Course Revision
WGS 399 Gender & Cross Cultural Perspective & Society
Spring 2009
Revise title to “Gender and Society;” cross list with SOC 399; remove cross listing of ANT 399; revise course description to align cross listing.

Editorial Change
Interdisciplinary Minor/Certificate in Women & Gender Studies
Remove ENG 535 from requirements to reflect course drop.

Office of the Provost

APPROVED
Action Item
Course Syllabus Policy
(Distributed for discussion at the Council on Academic Affairs meeting on March 17, 2008 and at the Faculty Senate meeting on April 7, 2008).

Informational Items

1. Proposed new Curriculum Change Form to include “Hybrid Course” option in Part I.

2. Faculty Senate approved the following items on April 7, 2008:
   a. Globalization and International Affairs (B.A.) – New Program
   b. Learning & Behavior Disorders Non-Teaching Option – Option Suspension
   c. Secondary Education MAEd – Program Revision
   d. Memorandum of Agreement for Awarding Academic Credit

Dr. Vice adjourned the Council on Academic Affairs at 4:05 p.m.

COUNCIL ON ACADEMIC AFFAIRS Minutes from April 17, 2008
Submitted by Sarah McCarrt, Office of the Registrar
g. Post Baccalaureate Health Information Management-suspension of Certificate
h. Corrections and Juvenile Justice Studies (A.A.)-suspension of the At-Risk Youth Studies Option
i. Health Services Administration Program (B.S.)-program revision: merging Health Care Administration Option and Health Information Management Option into one titled Health Care Administration and Informatics Option
j. Homeland Security Certificate-new program
k. Literary Consultant Endorsement-new program
l. Educational Leadership and Policy Studies-new program, Ed.D

Following discussions of items a-i above, Mr. Turner made a motion to approve. Mr. Abney seconded, and the motion was approved by voice vote. Also, following discussion of items j-l, Ms. Rogers made a motion to approve that was seconded by Ms. Barton. The motion was approved by voice vote. Details on the approved items recommended by the Council on Academic Affairs are included in the Official Minutes of the Board of Regents.

Resolution of the Eastern Kentucky University Board of Regents Approving a Request for a Quantitative Waiver for Eastern Kentucky University 2007

Dr. Piercey presented for approval a resolution of the Eastern Kentucky University Board of Regents approving a request for quantitative waiver of the requirements of SB 398 (KRS 164.020(18)) for calendar year 2007. The quantitative waiver is a prerequisite to the University submitting during calendar year 2007 for CPE approval any new academic program proposals. Mr. Turner made a motion for approval; Ms. Rogers seconded. The motion was approved by voice vote. Copies of the approved resolution and the Request for a Quantitative Waiver of the Requirements of SB 398 for 2007 are included with the Official Minutes of the Board of Regents.

Dual Credit Policy

Dr. Piercey presented for approval Courses Taken for Dual Credit Policy designed to make dual credit courses more accessible to a larger number of high school students and to make EKU more comparable to other regional institutions offering Dual Credit options. Ms. Barton made a motion for approval. Mr. Fulkerson seconded, and the motion was approved by voice vote. A copy of the approved policy is included with the Official Minutes of the Board of Regents.

Syllabus Policy

Dr. Piercey presented for approval the following standardized academic integrity statement to be placed on all course syllabi, beginning with the fall 2007 term:

"Students are advised that EKU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity."

Mr. Fifer made a motion to approve. Dr. Frisbie seconded. During discussion of the pending motion, Mr. Fifer made a motion to amend the proposed policy by modifying the first sentence of the proposed statement. Following discussion, Mr. Fifer withdrew his motion to amend. The motion to approve the standardized statement as Dr. Piercey originally presented and as set out above in quotations was passed by voice vote.
I. Policy Revision: Addition of Academic Integrity Statement on Course Syllabus

II. Issue

Revising the Syllabus Policy to include an academic integrity statement has been proposed.

III. Background and Process

The Academic Integrity Policy was approved by the Board in the summer of 2006. In order to make students aware of EKU’s policy concerning academic integrity, it is important that a standardized statement be placed on all course syllabi.

It is proposed that the current Syllabus Policy be revised to provide that the following statement be added to all course syllabi beginning with the fall 2007 term:

“Students are advised that EKU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.”

IV. Alternatives

The alternative is not to approve the addition of a statement regarding academic integrity on course syllabi.

V. President's Recommendation

Based upon the approval by the Council on Academic Affairs and the President recommends approval of this addition to the Syllabus Policy.
appointment expires at the end of that year or, if a one-year appointment terminates during the academic year, at least three months in advance of its termination; (b) not later than December 15 of the second academic year of service if the appointment expires at the end of that year or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; and (c) at least twelve months before the expiration of an appointment after two or more years at Eastern Kentucky University.

3. Departments with clinical faculty must provide the tools necessary for these professionals to perform their assigned duties including appropriate office space, supplies, support services, and equipment.

4. Clinical faculty may apply for a full-time tenure-track position and could negotiate for early tenure by applying some of the time spent as a lecturer or senior lecturer. However, this is not guaranteed and must be considered on a case-by-case basis by the department and college.

Dr. Schlamann moved for approval of the Lecturer and Senior Lecturer Appointments Proposal and the Clinical Appointment Proposal. Ms. Rogers seconded. The motion passed by voice vote. Details on the Lecturer and Senior Lecturer Appointments Proposal and the Clinical Appointment Proposal are included in the Official Minutes of the Board.

**Proposed Motion to Alter the Syllabus Policy in the Faculty Handbook**

Dr. Thompson presented for approval a proposed motion to alter the syllabus policy in the Faculty Handbook to provide for the electronic distribution of syllabi and to bring the syllabus policy into conformity with current practice and, upon approval of the proposed motion, to amend Part V - Instructional/Academic Policies and Procedures, paragraph one of the Faculty Handbook to read as follows:

**SYLLABUS POLICY**

Each course and each section of each course must have a complete syllabus. A complete syllabus consisting of the elements listed below shall be placed on file in the office of the department chair.

It shall be made available to students either in paper format or online no later than the second meeting of the course. Faculty choosing the online option must inform the class of the online location of the syllabus no later than the second class meeting and must inform the class that a paper copy will be provided upon request. Multi-section courses must have at least some common course objectives. Some instructors or some departments may prefer to rearrange the order or
combine certain elements; for example, E. and F. could be effectively combined in some cases.

The remainder of the Syllabus Policy remains unchanged.

Dr. Schlamann made a motion for approval that was seconded by Mr. Moon. The motion passed by voice vote.

**Modification to Fee Arrangement for Penson Associates, Inc.**

Mr. Bates made a motion to modify the fee arrangement for Penson Associates to provide for additional funding in an amount not to exceed $15,400 to pay for all services, travel and expenses to be incurred in connection with the consulting services to be provided to the Board by Penson Associates. Mr. Bates stated that the Board of Regents previously approved the concept of working with outside consultants to assist with the Board’s evaluation of the President, with an initial budget of $9500. He noted that Mr. Oliver originally brought this concept to the Board several months ago. Additionally, Mr. Bates stated that consistent with the Board’s Bylaws the Board, at its October 5, 2005 meeting, had delegated to the Executive and Academic Affairs Committee the review and evaluation of consultants’ proposals and the negotiation and approval of an agreement with the consultant selected. Further Mr. Bates stated the Executive and Academic Affairs Committee at its November 11, 2005 meeting approved the selection of Penson Associates. Ms. Rogers seconded the motion. The roll was called and the following members voted “aye”: Mr. Abney, Mr. Moon, Ms. Roberts, Ms. Rogers, Dr. Schlamann, Mr. Williams, Dr. Bizzack, and Mr. Bates. Mr. Oliver abstained.

**Finance and Planning Committee**

**Audit for Fiscal Year Ended June 30, 2005**

Ms. Newsom reported on the audited financial statements for the fiscal year ended June 30, 2005. She indicated that the audit was completed and the report issued in early November. She also reported that the professional working relationship with Deloitte & Touche was a very positive one. She further indicated that the audit report had been discussed in more detail at the Finance and Planning Committee meeting on January 13. Ms. Newsom noted that the audit contained an unqualified (clean) opinion. She also pointed out certain important aspects of the report including the various points related to total assets, liabilities, and net assets. Additionally, she touched on various aspects of the statement of revenues, expenditures, and changes in net assets, including tuition income, discounted for offsetting grants and scholarships, total expenditures, the decrease shown in state appropriations, and an overall indication that the net increase to net assets was still a positive almost $1 million.

Ms. Newsom also pointed out the increase in unrestricted net assets, and specifically the increase in the undesignated amount, generally referred to as the fund balance. At June
I. Proposed Motion to Alter the Syllabus Policy in the Faculty Handbook

II. Issue
The Faculty Senate of Eastern Kentucky University unanimously approved a change to the existing course syllabus policy at its meeting on 7 November 2005. Because this is a minor alteration, the Faculty Senate acted as the delegate body of the faculty for the decision and thus, it does not require approval by the Faculty-at-Large. It does, however, require approval by the President and Board of Regents.

III. Background and Process
The current course syllabus policy does not specifically state that faculty may distribute syllabi by electronic means, for example through Blackboard or course Websites. Many faculty currently distribute their syllabi electronically and more will do so in the future as more online and Web-assisted courses are offered. In these classes in particular, providing students with a hardcopy course syllabus immediately at the beginning of the semester is extremely difficult. The proposed change will bring the syllabus policy into conformity with practice. Students who prefer to receive a hardcopy syllabus may still request one from the course instructor. Endorsing the use of online syllabi will result in a slight cost saving to the University.

IV. Alternatives
If the change is not made, faculty will continue to distribute electronic course syllabi because it is a more effective and efficient distribution process than the alternative, i.e., solely by hardcopy. It is obviously highly desirable to bring the Handbook in conformity with what faculty prefer and practice.

Approval will require a change in the EKU Faculty Handbook, Part V – Instructional/Academic Policies and Procedures, paragraph one. The following paragraph will replace the existing paragraph one. The remainder of the syllabus policy remains unchanged.

SYLLABUS POLICY

Each course and each section of each course must have a complete syllabus. A complete syllabus consisting of the elements listed below shall be placed on file in the office of the department chair.

It shall be made available to students either in paper format or online no later than the second meeting of the course. Faculty choosing the online option must inform the class of the online location of the syllabus no later than the second class meeting and must inform the class that a paper copy will be provided upon request. Multi-section courses must have at least some common course objectives. Some instructors or some departments may prefer to rearrange the order or combine certain elements; for example, E. and F. could be effectively combined in some cases.
VI. President’s Recommendation
Based upon the approval by the Faculty Senate, the President recommends approval of the change to the Syllabus Policy.
To: Faculty Senate  
From: The Committee on Rules  
Date: October 24, 2005

The Committee on Rules requests that the Faculty Senate adopt the following motion at its meeting on Monday, November 7, 2005.

MOTION:

The Faculty Senate Rules Committee moves that the following changes be made to the opening paragraph of Part V - Instructional and Academic Policies and Procedures, Syllabus Policy, page 2, of the Faculty Handbook.

Each course and each section of each course must have a complete syllabus. A complete syllabus consisting of the elements listed below shall be placed on file in the office of the department chair and shall be distributed to students not later than the second meeting of the course. It shall be made available to students either in paper format or on-line no later than the second meeting of the course. Faculty choosing the on-line option must inform the class of the on-line location of the syllabus no later than the second class meeting and must inform the class that a paper copy will be provided upon request. Multi section courses must have at least some common course objectives. Some instructors or some departments may prefer to rearrange the order or combine certain elements; for example, E. and F. could be effectively combined in some cases.

JUSTIFICATION OF THE MOTION:

This motion updates the Faculty Handbook Syllabus Policy so that it is in compliance with practices already being used at Eastern Kentucky University.
ACADEMIC AFFAIRS

Report of the Council on Academic Affairs

The proposals listed below have been approved by the Council on Academic Affairs and/or the Faculty Senate. I recommend their approval by the Board of Regents:

I. University Policy
   A. Proposed changes in the Syllabus Policy (see page 29)
   B. Proposed changes in the Honors for Baccalaureate Degree Graduates Policy (see page 30)

II. College of Business
   A. Proposed new minor in Health Care Administration (see page 31)

III. Faculty Senate Organization
   A. Proposed changes in the Organization of the Faculty Senate (see page 33)
SYLLABUS POLICY

Each course and each section of each course must have a complete syllabus. A complete syllabus consisting of the elements listed below shall be placed on file in the office of the department chair and shall be distributed to students not later than the second meeting of the course. Multi-section courses must have at least some common course objectives. Some instructors or some departments may prefer to rearrange the order or combine certain elements; for example, E. and F. could be effectively combined in some cases.

Elements for a Complete Syllabus

A. Department, prefix, number, title, and credit hours.

B. Catalog course description, including prerequisites. This element is necessary only if the course is new or the description has been revised since the publication of the latest Catalog.

C. Text(s) with dates, supplemental text(s), other required readings and references.

D. Course objectives.

E. Course outline—a topical outline indicating subject matter, scope, contents, and an approximate time schedule.

F. Course requirements—required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. An approximate time schedule for these requirements must be included.

G. Additional requirements for graduate students in 700-level classes taught concurrently with 500-level classes.

H. Evaluation method(s) and relative weight of each course requirement.

Student progress—the syllabus will describe a mechanism by which the instructor will provide students with written information on their progress in the course at least once prior to the mid-point of the course.

I. Attendance policy.

J. Notification of the last day to drop the course if the course starts or stops on nonstandard dates.
Authorization for Payroll Deduction

Dr. Funderburk stated that the Kentucky Central Life Insurance Company had been approved previously by the Board for payroll deduction for its tax-sheltered annuity program and now was requesting to extend this approval to its life insurance program. He noted that Kentucky Central understood that no solicitation could be conducted on campus.

On motion by Dr. Gray, seconded by Dr. Warren, the Board approved unanimously that the Kentucky Central Life Insurance Company be approved for payroll deduction for its life insurance program.

Contract Changes

Mr. Keith made the motion that the Board approve contract changes as follows:

Kathy Lockhart - reduction from full-time to three-quarter time for spring, 1985, in the Department of Business Administration, with a salary reduced from $12,625 for full-time to $9,468.75 for three-quarter time.

Virginia Menifee - to be employed three-quarter time, not to exceed the equivalent of 85 days full time, for the period January 1-June 30, 1985, in the Counseling Center, at a salary of $8,400.

Giles Black - employment of Giles Black as University Counsel, on a half-time basis, effective January 8-June 30, 1985, at an increase in salary of $1,000 on an annual basis.

Mr. Cowhig seconded the motion and the following voted aye:
Mr. Begley, Mr. Cowhig, Mr. Cox, Dr. Gray, Mr. Harper, Mr. Keith, Mr. Stratton, and Dr. Warren. Those voting nay: None.

ACADEMIC AFFAIRS

Syllabus Policy and Elements for a Complete Syllabus

President Funderburk noted that the proposed syllabus policy had been approved by the Council on Academic Affairs and Faculty Senate.
ACADEMIC AFFAIRS (con'd)

Syllabus Policy and Elements for a Complete Syllabus (con'd)

Dr. Gray made the motion that the Board approve the Syllabus Policy. Mr. Harper seconded the motion and it passed unanimously by voice vote.

Developmental Studies Program

President Funderburk noted that the Developmental Studies Program proposal, as approved by the Council on Academic Affairs and Faculty Senate, was included in its entirety in the Agenda sent earlier to the members of the Board.

PROPOSAL

In order to ensure that Eastern Kentucky University students are competent in the three basic skill areas of reading, writing, and mathematics, approval is requested to institute a testing-advising-developmental studies program to take effect with the fall, 1985, semester. At the heart of this program are basic skills proficiencies to be met by all students seeking degrees from the institution. Incoming freshmen, defined as all students entering the university full time with fewer than 12 semester hours of college credit, will be expected to demonstrate these proficiencies prior to their original enrollment or to enroll in and complete successfully certain specified developmental courses. Transfer students, those who first enter the university as full-time students with 12 or more credit hours successfully completed, will be expected to demonstrate the same proficiencies as students initially enrolling at Eastern.

JUSTIFICATION

Eastern Kentucky University is, and historically has been, a basically open-door institution. As such it admits to its undergraduate programs all in-state students who have a high school diploma or its equivalent and who present ACT scores. While many of the students it enrolls have outstanding academic backgrounds and are very well motivated, many others do not possess these characteristics, and although the institution's philosophy is that all students should have a chance to perform academically, it is undeniable that many of the students who are admitted simply lack the academic skills necessary to succeed in the face of challenging and demanding academic programs. Therefore, we are seeking to identify those students who need additional help in basic skill areas and to provide this help before they confront a rigorous academic program and are unable to perform it successfully.
TO: Faculty Senate

FROM: Council on Academic Affairs

SUBJECT: Syllabus Policy and Elements for a Complete Syllabus

DATE: October 18, 1984

At the request of several faculty committees (e.g., University Program Evaluation Committee, Committee to Study Duplication, Committee to Study the Graduate School, Committee to Evaluate Student Performance, Committee on Outcome Measures), the Sub-Committee on Reports and Formats of the SACS Steering Committee has developed a report and recommendation. The Council of Deans and the Council on Academic Affairs have modified and approved the document.

While there may be many legitimate uses of the term "syllabus," we recommend the standard use, throughout the University, of the term "complete syllabus" which must include the elements listed on the attached page.

Proposed policy: Each course and each section of each course must have a "complete syllabus" which will include each element on the attached page, be distributed to students, be filed in the office of the department Chair, and be available to other offices as required. Multi-section courses must have at least common course objectives.

Date of Implementation: The recommended date is January 1985, but, if that proves impossible, no later than August 1985.

Four policies affecting the syllabus are already in force:

1. The syllabus for each course will be provided for students "normally not later than the second class meeting," although the first class meeting is preferred.

2. "The first class meeting is expected to last for the full scheduled period, whether a day or evening class. This has always been university policy and students are to be held accountable for course work covered during this first class period."

3. "No major examination or assignment shall be given during the week preceding final examinations. Exceptions to this policy must be approved by the department Chair and shown in the course syllabus distributed to students at the beginning of the semester."

4. A minimum number of hours of student preparation for each hour of class has been established. Normally, lower division courses will require an average of 2 hours of preparation for one hour of "lecture"; upper division courses will average 3 hours of preparation; graduate courses will average 4. See Minutes of the Faculty Senate for 11/2/81 (proposal from Vice President Rowlett dated October 13, 1981) for details and exceptions.
ELEMENTS FOR A COMPLETE SYLLABUS
Eastern Kentucky University

A complete syllabus consisting of the following elements will be placed on file in the office of the department Chair and will be distributed to students not later than the second meeting of the course. Some instructors or some departments may prefer to rearrange the order or combine certain elements; for example, #5 and #6 could be effectively combined in some cases. Some departments or individuals may wish to print in bulk certain continuing elements and to provide supplementary pages for elements varying with each semester or instructor.

1. Department, Prefix, Number, Title, and Credit Hours.

2. Catalog course description, including prerequisites. This element is necessary only if the course is new or the description has been revised since the publication of the latest catalog.

3. Text(s) with dates, supplemental text(s), other required readings and references.

4. Course objectives.

5. Course Outline: A topical outline indicating scope and subject matter contents is needed and must include an approximate time schedule.

6. Course Requirements: required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. An approximate time schedule for these requirements must be included.

7. Additional requirements for graduate students in 700-level classes taught concurrently with 500-level classes.

8. Evaluation method(s) and relative weight of each course requirement.


10. Notification of the last day to drop the course if the course starts or stops on non-standard dates.