

RESOLUTION-POLICY

X	Action Item
	For Information Only

From: Dr. Eric Milou, Rowan University Senate President

To: Dr. Ali Houshmand, Provost

Date: 5/12/09

RE: Senate Resolution **090511-2**

**Resolution Regarding Dissemination of Course Syllabi
and Information Regarding University-Wide Classroom Policies**

WHEREAS, syllabi are important documents specifying the expectations and responsibilities of instructors and students with respect to a given course, constituting an enforceable agreement;

WHEREAS, economic and environmental concerns are driving a desire to reduce use of ink and paper;

WHEREAS, course materials, including syllabi, are increasingly made available online, via course management software, websites, and/or email;

WHEREAS, the length of syllabi has continued to increase as instructors are required or encouraged to reproduce information on University-wide policies in syllabi;

AND WHEREAS, practices for distributing syllabi vary widely and are not governed by a formal policy;

THEREFORE BE IT RESOLVED, that the University should adopt a policy permitting electronic distribution of syllabi

AND ALSO, to facilitate streamlining of syllabus content, permitting syllabi to refer students to information on University-wide policies, which is made available on-line and in the *Student Information Guide*, rather than reproduce this information in syllabi;

AND BE IT FURTHER RESOLVED, that the University should continue to investigate more effective and efficient means of disseminating course syllabi and information on University-wide classroom policies, such as a centralized system of on-line access, as part of long-term efforts to implement paperless processes and move toward carbon-neutrality.

The recommended policy follows, which incorporates the current syllabus policy as it appears in the *Faculty/Professional Staff Handbook* (www.rowan.edu/provost/aft/documents/Handbook2008-09.pdf), pp. 43-44.

Revisions and additions to the current policy are italicized; omissions are indicated by strikethrough. The

Acceptance:

_____ I give my approval. I have forwarded this item to _____ for implementation.

_____ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

ADDITIONAL REVIEW NEEDED:

_____ I am willing to give approval if the following modification(s) are made:

_____ Before I can approve or reject this item, I need clarification on the following:

_____ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

_____ I decline acceptance of this item for the following reason:

Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records