

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES**

**Agenda Item Summary Sheet**

**Committee:** Academic and Student Affairs

**Date of Meeting:** April 20, 2011

**Agenda Item:** Proposed amendment to policy 3.22 Course Syllabi

Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring

Information

**Cite policy requirement, or explain why item is on the Board agenda:**

Amendments to Board Policy require approval of the Board.

**Scheduled Presenter(s):**

Scott Olson, Interim Vice Chancellor for Academic and Student Affairs

Mike López, Associate Vice Chancellor for Student Affairs

**Outline of Key Points/Policy Issues:**

The proposed amendment draws a clear distinction between course syllabi and course outlines, and establishes the course outline as the document used to determine course equivalencies.

**Background Information:**

Over the past two years, several examinations of the course transfer process have pointed to course syllabi as presenting problems for students. Students wanting to transfer courses when equivalencies have not been previously established were often asked to produce course syllabi. This was occasionally a problem when a student had discarded or lost the course syllabus and the course instructor was unavailable or unwilling to provide the syllabus. Last year, the Board adopted an amendment to Policy 3.21 Undergraduate Course Credit Transfer requiring colleges and universities to post course outlines on their websites in order to facilitate transfer.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**BOARD ACTION ITEM**

**PROPOSED AMENDMENT TO POLICY 3.22  
COURSE SYLLABI**

**Board Policy 3.22 Course Syllabi**

The Office of the Chancellor is submitting a proposed amendment to Policy 3.2 Course Syllabi.

**BACKGROUND**

The proposed amendment is intended to facilitate transfer by drawing a clear distinction between course syllabi and course outlines and establishing that the course outline is the document to be used in determining course equivalencies.

**CONSULTATION**

Consultation for the policy has occurred as follows:

- Reviewed by Academic & Student Affairs Policy Council – January 28, March 17, 2011
- Reviewed at Academic and Student Affairs Leadership Council – March 1, April 5, 2011
- Mailed out for review and comment – January 31, 2011
- Reviewed at MSCF Meet and Confer – February 24, 2011
- Reviewed at IFO Meet and Confer- January 14, February 11, 2011
- Reviewed at MSUAASF Meet and Confer- February 18, 2011

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MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**BOARD ACTION ITEM**

**PROPOSED AMENDMENT TO BOARD POLICY 3.22 COURSE SYLLABI**

**3.22 Course Syllabi and Course Outlines**

**Part 1. Purpose.** The purpose of this policy is to define and govern dissemination of course syllabi and course outlines. ~~is prepared to provide students with information on the course content, course requirements, and course expectations.~~

**Part 2. Definitions.**

**Subpart A. Course outline.** The course outline is the document approved by the appropriate college or university curriculum committee to communicate information about system college and university courses.

**Subpart B. Course syllabus.** The course syllabus is a document that contains the elements of the corresponding course outline, standards for evaluation of student learning, and additional information which reflects the creative work of the faculty member.

**Part 3. Course Syllabi Dissemination to Students.** Each college and university shall establish institutional procedures which assure that each student enrolled in a course shall be provided a course syllabus within a maximum of one week ~~after~~ ~~from~~ the first class meeting. When courses are offered in a condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly.

**Part 4. Course Syllabi Dissemination to College or University Administration.** Within the limitations specified in System Procedure 3.22.1 and according to institutional procedures and contractual obligations, the faculty member shall, upon request, provide a copy of the current course syllabus to the college or university administration for purposes described in System Procedure 3.22.1.

**Part 5. Course Outlines.**

**Subpart A. Course outline dissemination.** Each system college and university shall post course outlines for all courses on its institutional website.

**Subpart B. Student transfer.** Course outlines shall be the official System document used to determine course equivalencies for student transfers. For additional guidance, see Board Policy 3.21 Undergraduate Course Credit transfer, Part 4. Course Outlines.

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**Related Documents:**

- **Policy 3.21 Undergraduate Course Credit Transfer**
- **Policy 3.26 Intellectual Property**
- **Policy 3.27 Copyrights**

*Date of Implementation: 7/01/98*

*Date of Adoption: 6/17/98*

*Date & Subject of Revisions: 6/19/02 - Adds Part 1. Purpose, Part 2. Definitions and Part 4. Dissemination to College or University Administration*