

CAL POLY HUMBOLDT
University Senate

Resolution on the Syllabus Policy

25-22/23-APC – April 25, 2023 – Second Reading

RESOLVED: That the University Senate of Cal Poly Humboldt recommends to the president that the attached Syllabus Policy be approved; and be it further

RESOLVED: That the policy be implemented for courses beginning Fall 2023; and be it further

RESOLVED: That the Integrated Curriculum Committee, in addition to the current practice of reviewing syllabi for new and revised courses, shall request and review shared course outlines for applicable courses beginning with proposals submitted for Fall 2023 deadlines and thereafter; and be it further

RESOLVED: That departments should work towards developing shared course outlines for applicable courses by the end of academic year 2023/2024; and be it further

RESOLVED: That during the program review process, programs shall be required to provide evidence of compliance with the syllabus policy, in a manner determined by the campus offices and personnel that oversee program review (currently the Integrated Curriculum Committee and associate director of academic assessment); and be it further

RESOLVED: That Academic Programs shall maintain a publicly available shared syllabus repository, which shall be linked on the syllabus resources website; and be it further

RESOLVED: That the [Syllabus Addendum website](#) and [Syllabus Resources website](#) be updated accordingly.

RATIONALE: The syllabus policy, last updated in 2018, contained several areas in need of updating to align with current practices and policies and to best support the syllabus being a tool to support student navigation of and success in courses. Key revisions include: streamlined requirements for listing outcomes; inclusion of a statement about expected hours of work to comply with the [credit hour policy](#); addition of items to the syllabus addendum website, notably additional resource links, a diversity, equity, inclusion and accessibility statement, and a land acknowledgement; removal of the “standard course outline” requirement that was found to have not been implemented, and replacement with a more specific “shared course outline” provision that faculty can opt out of with dean approval; inclusion of instructions/link where faculty may find needed information; additional more minor updates aimed at increasing the usefulness and relevance of the policy.