



## SYLLABI PROCEDURE

### **Board Bylaw:**

**Policy Number: 6.0401**

**Subject Area: Instruction**

**Adopted: 04/27/2020**

**Revised: 04/27/2020**

### **Procedure for Full-Time Faculty Syllabi Creation:**

The Vice President of Instructional Services Office creates the KC Master Syllabus Template for each course being taught within each respective academic term. Any changes (e.g. Credit Hours, Student Learning Outcomes, Course Description, etc.) made to the course syllabus template must be documented using the Curriculum/Assessment Change Form and approved by KC Curriculum Council. Once approved, the Administrative Assistant to the Vice President of Instructional Services will incorporate the changes into the new KC Master Syllabus Template effective the next term.

Approximately one month before the term begins, an email is sent from the Vice President of Instructional Services Office to all full-time faculty teaching to inform them that their KC Master Syllabus Template is available for downloading and of the deadline for creating their section-specific course syllabus (First Day Handout).

Full-time faculty are encouraged to review the top portion of the KC Master Syllabus Template for any changes to major topic, methods of evaluation, student learning outcomes, program learning outcomes, or general education student learning outcomes.

Any changes should be reported to the Vice President of Instructional Services for review. This review will determine if minor changes can be made directly to KC Master Syllabus and Template or if a major change is needed that requires submission to the KC Curriculum Council. The Curriculum/Assessment Change Form must be used for all changes to all learning outcomes.

Full-time faculty complete their section-specific syllabus (First Day Handout) and upload it in the KC intranet site using the following instructions:

Please use Internet Explorer, Google Chrome, or Microsoft Edge.

You will find these under the "Master First Day Handout Templates" file, a heading for the appropriate term. For example, "Spring 2020".

Below are the clicks that you need to make to access the "Spring 2020" templates:

- myKC
- Committees
- Outcomes Assessment
- Outcomes Assessment Home
- Master First Day Handout Templates
- "Spring 2020"

Please do a SAVE AS when completing your first day handout templates for "spring 2020." It is important that you save it to the same location, just change the title of the document.

The new title should follow this example:

Prefix Number Section Instructor Last Name

SP20 AGRC 101 MC02D Heinzmann SP20

Internally, the Vice President of Instructional Services Office will prepare the section syllabus in the KC intranet site and make available for instructional deans to review.

Instructional deans will review the syllabi and mark as "ready to share".

Full-time faculty are provided the following instructions to determine if their syllabus is approved and ready for distribution.

- You will find your syllabi on the KC internet site within myKC.
- Access myKC

- Under Menu select Committees
- Then select Outcomes Assessment
- Then select Outcomes Assessment Home
- On the left hand side menu you will see “Master First Day Handout Templates” – click on it
- Select the appropriate term. For example, “Spring 2020” file folder
- It will list all of the syllabi that we have collected for that term
- To make sure the list is sorted in Ascending order, click on the heading “Name” and select Ascending
- Scroll through the listing until you find your syllabi. The title has your section and last name listed.
- As long as you see a “Yes” in the far Right Column, “Ready to Share”. You can open the document by clicking on the file name. Word will open with a Read-Only bar at top.
- Click File, Save As, browse and save the file to the location of your choice – such as your desktop. Then click Save.
- The file is then ready for you to add to Learning Management System (LMS) and/or print for your students.

If the file is not showing a “Yes” in the far Right Column, it has not been approved yet. Please check back to the KC intranet site, to check on the status of your syllabi.

Students should only be receiving the syllabi from this site that have been approved.

#### **Procedure for Adjunct Faculty Syllabi Creation:**

The Vice President of Instructional Services Office creates the KC Master Syllabus Template for each course being taught within each respective academic term. Any changes made to the course syllabus template in the prior term are approved via KC Curriculum Council and are incorporated into the new KC Master Syllabus and Template.

Approximately one month before the term begins, an email is sent from the Vice President of Instructional Services Office to all adjunct faculty scheduled to teach a course. This email provides a copy of the KC Master Syllabus Template to be used to build their section-specific course syllabi (First Day Handouts).

Adjunct faculty complete their section-specific syllabus (First Day Handout) and email it to the Vice President of Instructional Services Office.

Internally, the Vice President of Instructional Services Office will prepare the section syllabus (First Day Handout) on the KC intranet site and make available for instructional deans to review.

Instructional deans will review the syllabi and if no changes are needed will mark as “ready to share”.

Adjunct faculty are provided the following instructions to determine if their syllabus is approved and ready for dissemination.

- You will find your syllabi on the KC intranet site within myKC.
- Access myKC
- Under Menu select Committees
- Then select Outcomes Assessment
- Then select Outcomes Assessment Home
- On the left hand side menu you will see “Master First Day Handout Templates” – click on it
- Select the appropriate term. For example, “Spring 2020” file folder
- It will list all of the syllabi that we have collected for spring
- To make sure the list is sorted in Ascending order, click on the heading “Name” and select Ascending
- Scroll through the listing until you find your syllabi. The title has your section and last name listed.
- As long as you see a “Yes” in the far Right Column, “Ready to Share”. You can open the document by clicking on the file name. Word will open with a Read-Only bar at top.
- Click File, Save As, browse and save the file to the location of your choice – such as your desktop. Then click Save.
- The file is then ready for you to add to Learning Management System (LMS) and/or print for your students.

If the file is not showing a “Yes” in the far Right Column, it has not been approved yet. Please check back to the KC internet site, to check on the status of your syllabi.

Students should only be receiving the syllabi from this site that have been approved.

#### **Procedure for Dual Credit Faculty Syllabi Creation:**

The Vice President of Instructional Services Office creates the KC Master Syllabus Template for each course being taught within each respective academic term. Any changes made to the course syllabus template in the prior term are approved via KC Curriculum Council and are incorporated into the new KC Master Syllabus Template.

Approximately, in mid-Spring before the next academic year begins, an email is sent from the Vice President of Instructional Services Office to all dual credit faculty teaching in the next academic year. This email provides a copy of the KC Master Syllabus Template to be used to build their section-specific course syllabi (First Day Handouts).

Dual credit faculty complete their section-specific syllabus (First Day Handout) and email it to the Vice President of Instructional Services Office.

Internally, the Vice President of Instructional Services Office will prepare the section syllabus (First Day Handout) in KC intranet site and make available for instructional deans to review.

Instructional deans will review the syllabi and if no changes are needed will mark as “ready to share”.

Dual credit faculty are provided the following instructions to determine if their syllabus is approved and ready for dissemination.

- You will find your syllabi on the KC intranet site within myKC.
- Access myKC
- Under Menu select Committees
- Then select Outcomes Assessment
- Then select Outcomes Assessment Home
- On the left hand side menu you will see “Master First Day Handout Templates” – click on it
- Select the appropriate term. For example, “Spring 2020” file folder
- It will list all of the syllabi that we have collected for spring
- To make sure the list is sorted in Ascending order, click on the heading “Name” and select Ascending
- Scroll through the listing until you find your syllabi. The title has your section and last name listed.
- As long as you see a “Yes” in the far Right Column, “Ready to Share”. You can open the document by clicking on the file name. Word will open with a Read-Only bar at top.
- Click File, Save As, browse and save the file to the location of your choice – such as your desktop. Then click Save.
- The file is then ready for you to add to the Learning Management System (LMS) and/or print for your students.

If the file is not showing a “Yes” in the far Right Column, it has not been approved yet. Please check back to the KC internet site, to check on the status of your syllabi.

Students should only be receiving the syllabi from this site that have been approved.

Replaces Syllabi Procedure 3.204  
Approved April 27, 2020