

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.