

**From:** McGee, Brian

**Sent:** Tuesday, March 29, 2016 11:51 PM

**To:** FacultySenate <FacultySenate-All@cofc.edu>

**Cc:** AcademicCouncil <AcademicCouncil@cofc.edu>; McNerney, Todd James <McnerneyT@cofc.edu>; Wolcott, Jessica M <wolcottj@cofc.edu>; Chairs <Chairs@cofc.edu>

**Subject:** Faculty Senate: Course Numbering and Syllabi Policies

Colleagues:

At the beginning of the current academic year, it became evident to many of us that the College needed to adopt a policy for the numbering of undergraduate and graduate courses. The feedback from reviews of the earliest drafts of a course-numbering policy led to the conclusion that a separate syllabi policy also was needed. The first draft of the course-numbering policy was circulated in mid-September 2015, and more widely circulated soon thereafter. As some of you know, this entire effort was influenced by the discussion in the 2014-2015 Graduate Council of the challenges faced in creating a coherent system of course numbering in the Graduate School.

Our efforts to develop these two policies during the current academic year already have been productive. In preparation for our reaffirmation of accreditation, several course numbers during the current academic year have been adjusted, along the lines suggested by the draft course-numbering policy. In addition, the draft syllabi policy has been considered by several academic administrators who are reviewing syllabi in their units.

Since September 2015, the following offices or committees have had the opportunity to review and comment on these draft policies:

Academic Council

Academic Forum

Office of the Registrar

Office of Institutional Effectiveness and Strategic Planning

Office of Legal Affairs

Graduate Council

Committee on the Bylaws and the *Faculty/Administration Manual*

Curriculum Committee

Committee on Graduate Education, Continuing Education and Special Programs

Committee on Academic Standards, Admission and Financial Aid

Academic Planning Committee

Faculty Welfare Committee

Some of the feedback used in revising these policy drafts was collected during various meetings. In other cases, feedback was provided in writing. This feedback resulted in many changes to both policy drafts. The final approval of the Intellectual Property Policy during the current semester required some adjustments to the Policy on Syllabi, and those adjustments have been made.

The current versions of these policy drafts are attached. It is my intent to ask the Faculty Senate for any comments on them during the Provost's Report on April 5. Barring any groundswell of faculty or

administrative opposition for some good and compelling reason, my intent is to recommend to the President that he approve these drafts as institutional policies, following the April 5 Senate meeting.

I thank all those colleagues who contributed to the review and revision of these documents.

Cordially,  
Brian

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