

Office of the Provost and Academic Vice President



TO: Kristin G. Esterberg, Provost and Academic Vice President
FROM: James Cullen, Chair, All-College Committee
RE: Request Change to the Course Information Policy
DATE: June 14, 2010

Enclosed for your review and approval is the request for change to the Course Information Policy.

This request has been recommended by the Academic Policies Committee and the All-College Committee. All Contractual obligations have been met. The effective date is Fall 2010.

I also recommend approval.

Approve:

[Signature]
Kristin G. Esterberg, Provost and Academic Vice President

Disapprove:

8/20/10
Date

Comments, if any:

- Distribution:
President's Cabinet
Dean's Council
Department Chairpersons
Registrar, Office of Student Records & Registrar
Director, Academic Advising
Director, Career Services
Director, Admissions
Director, Transfer Admissions
Chair, All-College Committee
Chair, Curriculum Committee
Chair, Academic Policies Committee
Chair, Student Life Committee
President, Salem Chapter/MSCA
President, Salem Chapter/APA
President, SGA

JLC/vsr

Memorandum
SALEM STATE COLLEGE

To: Dr. James Cullen

From: Patricia Buchanan, Professor English Department, K. Brewer Doran, Dean, Bertolon School of Business

Date: 27 April 2010

RE: Proposal to add language to Course information Policy

Current NEASC standards 4.44. and 4.45 require “a systematic and broad-based approach to the assessment of student learning” at the course, programmatic and institutional levels.

In order to improve our course-based assessments as we move forward with our NEASC self-study we need to show that we are tying course assessments to the goals and learning objectives stated on each syllabus. In other words, are we evaluating the same goals that we are putting in our objectives? Since both course assessments and learning objectives are already required by the College on all syllabi, we propose adding the following to the “Course Information Policy” under “Policies Related to Student Rights.

“These assessments should be clearly tied to the course goals and learning objectives listed in number 3 above.”

We further propose renumbering the list so that the requirement for assessments follows the requirement for goals and learning objectives.”

The final change would appear as follows:

1. The instructor's name, office location, office hours, email address and telephone extension.
2. Official course description.
3. Course goals and learning objectives.
4. The course requirements for assessment such as papers, projects, and examinations (with due dates if possible). **These assessments should be clearly tied to the course goals and learning objectives listed in number 3 above.**
5. The instructor's attendance policy for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
6. A list of texts for the course, indicating which are required and which are optional.
7. A statement on whether or not a final examination will be given and, if given, whether it is required or optional.
8. The method by which the student's final grade in the course will be determined.
9. The instructor's policy on work handed in late, makeup examinations, and the like.
10. Any special rules, regulations, or procedures of the course.
11. A statement indicating that each student is responsible for completing all course requirements and for keeping up with all that goes on in the course (whether or not the student is present).
12. The statement “Salem State College is committed to providing equal access to the educational experience for all students in compliance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act and to providing all reasonable academic accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students

with Disabilities who have not previously done so should provide documentation to and schedule an appointment with the Office for Students with Disabilities and obtain appropriate services.

13. The statement: "In the event of a college declared critical emergency, Salem State College reserves the right to alter this course plan. Students should refer to _____ for further information and updates. The course attendance policy stays in effect until there is a college declared critical emergency. In the event of an emergency, please refer to the alternative educational plans for this course located at/in [faculty member determines this]. Students should review the plans and gather all required materials before an emergency is declared."

Some simple examples of how this might be accomplished include a matrix with "Assessments" on one axis and "Learning Objective" on the other; or simply listing the learning objective number next to an assessment (this solution is already an active part of WebCt); or the reverse—under each learning objective, list the assessment that goes with it.