

To: Ken Struckmeyer, Executive Secretary, Faculty Senate  
From: Mary Wack, Vice Provost for Undergraduate Education and Dean, University College *MFW*  
Date: January 11, 2013  
Subject: Updating EPPM Syllabus Policy

In the fall, the Provost reminded faculty that we are bound by the stipulations of our regional accrediting body, the Northwest Commission on Colleges and Universities (NWCCU). It is a condition of our reaccreditation that we document that:

*Expected student learning outcomes for courses, wherever offered and however delivered, are provided in written form to enrolled students (Standard 2.C.2, [www.nwccu.org](http://www.nwccu.org)).*

In order to demonstrate that we comply with this standard in both policy and practice, I am proposing the following amendment to the current policy on course syllabi in EPPM.

Current Policy: Educational Policies and Procedures  
<http://facsen.wsu.edu/eppm/CourseSyllabus.pdf>

#### **Course Syllabus**

The instructor(s) of each course shall make available to enrolled students a course syllabus which should (a) be presented during the first week of class, and (b) include information about the method(s) to be used for evaluation of student progress and determination of grades. The University, College or Academic Unit may, in published policies, specify additional information to be included in course syllabi. An example of a course syllabus may be found at:  
<http://writingprogram.wsu.edu/resources/> [broken link]

#### **Proposed Policy:**

#### **Course Syllabus**

The instructor(s) of each course shall make available to enrolled students a course syllabus which should (a) be presented during the first week of class, **(b) contain expected student learning outcomes.** and **(bc)** include information about the method(s) to be used for evaluation of student progress and determination of grades. The University, College or Academic Unit may, in published policies, specify additional information to be included in course syllabi. A syllabus guide that will meet accreditation standards **n-example-of-a ius** may be found at:  
<http://writingprogram.wsu.edu/resources/> [broken link]  
<http://ugr.wsu.edu/faculty/syllabustemplate.html> [in progress]

The guidelines are intended to assist faculty in devising syllabi that meet policy requirements, incorporate best practices, and serve the intellectual and pedagogical goals of the course,

A supporting statement from the Graduate Studies Committee is attached. Catalog Subcommittee verbally supported the change.

MEMORANDUM

TO: Dr. Mary Wack, Vice Provost  
Undergraduate Education

FROM: Dr. Prabu David, Chair  
Graduate Studies Committee

DATE: September 11, 2012

SUBJECT: Recommendations to the WSU Syllabus Guidelines

The Graduate Studies Committee has reviewed the *WSU Syllabus Guidelines* and recommends that the "Student Learning Outcomes" section no longer be designated as optional for graduate course syllabi.

This recommendation is in response to specific requirements necessary for university accreditation. The Graduate Studies Committee strongly recommends that the Academic Affairs Committee revise the *WSU Syllabus Guidelines* so that the "Explanations" section for "Student Learning Outcomes" is relevant to graduate study.

cc: Faculty Senate Steering Committee