PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number: I 1.0
Procedure Title: Course Syllabi
Relevant Board Policy:
Originating Unit: Vice President of Academic Affairs
Maintenance Unit: Vice President of Academic Affairs

I. Purpose: To comply with Texas House Bill No. 2504, specifically Section
    51.974(3)(b)(1), which stipulates that all course and faculty infor-
    mation "must be accessible from the institution's internet website
    homepage by use of not more than three links."

II. Procedure Statement:

   A. The syllabus serves prospective students and the public in general as a source
      of information about the content and the expectations of the course, as well as
      providing the academic credentials and professional background of the faculty
      member teaching the course. The syllabus also serves enrolled students as a
      contract between the student and the instructor, defining assignments, re-
      quirements, and grading policies.

      A course syllabus will be written for every section of every credit course
      taught at Palo Alto College and will be made available at the College website
      through the Alamo Colleges eSyllabus system.

   B. eSyllabus Construction:

      1. Before the individual instructor can edit and post syllabi for his/her own
         course sections, the department must create a template into which the in-
         formation can be entered. The department must enter the following infor-
         mation from the eCatalog (see Attachment A):

         • Course Title & Number
         • Lab/Lecture/Credit hours
         • Course Description
         • Pre-requisites and Co-requisites

      2. The department is also responsible for writing and entering the Student
         Learning Outcomes (SLOs) for each course, and for correlating these out-
         comes with the learning competencies mandated by THECB (e.g. social
         responsibility, personal responsibility, communication, etc.)

3. Any other information that is standardized by the department for a specific course (e.g. MATH 1314) must also be entered by the department for all sections of that course. This *could* include:

   - Textbooks and other required materials
   - Course Content
   - Methods of Measurement
   - General Description of the Subject Matter

4. Once the template for each course section has been posted by the department, the instructor is responsible for the following:

   - Additional Instructor Requirements
   - Instructor contact info (phone, email, office, etc.)
   - Curriculum Vitae
   - Any components in (3) above not specified by the department

   For assistance in completing the eSyllabi, instructors should consult their departmental secretaries for technical questions, and the department chair for questions regarding syllabus content or academic policies.

5. The steps of this process shall be completed (with the eSyllabus visible online to students) by the first day of student registration for the semester for which the syllabus has been written.

C. eSyllabus Technical Resources: The instructions for editing the eSyllabus online are contained in the Alamo Colleges *eSyllabus Training & User Guide V1.0* (see attachment B below).

D. See attachments (C) and (D) for additional guidance for writing the various components of required academic course syllabi.

Attachments & Links:

A. Alamo Colleges eCatalog
B. eSyllabus Training & User Guide V1.0
C. eSyllabus Department Guide
D. eSyllabus Instructor Guide

Issued:	September 14, 2000	Approved: (signed: Enrique Solis) President
Revised:	January 26, 2011	Vice President of Academic Affairs