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DOC 1995-05 University Policy Mandating Course Descriptions from all Undergraduate Academic Departments

University of Dayton. Academic Senate. Subcommittee on Student Evaluation of Faculty

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PROPOSAL TO THE ACADEMIC SENATE

TITLE University Policy Mandating Course Descriptions from all Undergraduate Academ Departments.

SUBMITTED BY Senate Subcommittee on Student Evaluation of Faculty

DATE December 1, 1995

Indicate the action required: Legislative, Concurrence, or Consultation, and refer to the appropriate reference in the Senate Constitution (Article IIB, 1, 2, 3.)

ACTION IS: **Legislative**

REFERENCE IS: **II B, I a**

DESCRIPTION OF PROPOSAL:

Two weeks prior to the beginning of Registration for the following academic semester every Academic Department will make available Course Descriptions for every undergraduate course the Department will offer in the upcoming semester.

Policy Proposal from Senate Subcommittee On Student
Evaluation of Faculty

University Policy Mandating Undergraduate Course
Descriptions from all Academic Departments

SUBSTANCE:

1. Two weeks prior to the beginning of registration for the following academic semester every academic department will make available course descriptions for every undergraduate course the department will offer in the upcoming semester.
2. The course descriptions will follow this format, the total of which shall not exceed one page:

<i>*course # and section</i>	<i>*course title</i>	<i>*instructor</i>
<i>*course days and times</i>	<i>*size of class</i>	<i>*office #</i>
<i>*room # (if known)</i>	<i>*exam time</i>	<i>*office phone #</i>

**Whether course fulfills cluster and/or general education requirement*

**Course Content:* This section should be at least a paragraph. The instructor should focus on course content and provide more detail than the description found in the bulletin. If the course is part of a *cluster*, the description should explain how the course fits the particular *cluster*.

**Format:* Lecture, discussion, etc.

**Grading Scheme:* number and type of exams; papers, quizzes, etc.

**Text(s):*

**Additional Comments:* "The information provided here is subject to change, modification, or revision."

3. *Distribution:*
 - a) Each department should make copies available in the department itself; to every other department as requested; to the respective office of the deans; to the library; to the SGA Office; to the residence halls; and to the WEB. b) Each department will be responsible for insuring that copies of its course descriptions will be distributed to the sites named above.

**IT IS RECOMMENDED THAT THIS NEW POLICY GO INTO
EFFECT PRIOR TO REGISTRATION FOR WINTER SEMESTER 1996-97.**

Gerald E. Kerns
Chair
Student Evaluation of
Faculty Committee