

Procedure 3.22.1.1 Syllabus Collection Procedure

Part 1. Purpose

According to Minnesota State policy 3.22, each college and university shall establish institutional procedures which assure that each student enrolled in a course shall be provided a course syllabus within a maximum of one week after the first class meeting.

The Dakota County Technical College faculty suggested components are identified in the *Syllabus Review as “essential” and are reflected in the Faculty Syllabus Template* found on Academic Affairs Faculty and Staff Portal.

The purpose of syllabi collection and random review is to ensure consistency and clarity for students and transfer institutions as well as ensuring standards are met concerning the Higher Learning Commission accreditation requirements.

Part 2. Syllabi Collection Procedure

1. Each instructor distributes a syllabus to each student within the first week of the first class meeting every semester (Minnesota State policy 3.22).
2. Each instructor submits an electronic copy of each of their course syllabi to academicaffairs@dctc.edu within the first two weeks of the first class meeting (Minnesota State policy 3.22).
3. Submitted syllabi are retained and archived with limited viewing rights¹. The statement *“A course syllabus is the intellectual property of the faculty author. This document may not be reproduced in any form without the permission of the author.”* may be included at the instructor’s discretion.
4. Submitted syllabi are archived and used for accreditation purposes, program review, curriculum development and review, licensure applications/updates, performance evaluations, student grade appeals, or transfer purposes^{2 3} (System Procedure 3.22.1 Subpart D. Uses.).
5. Academic Affairs reviews a 10% random sample of syllabi each Fall and Spring for quality improvement purposes. The review will look for accuracy with the corresponding course outline and for the essential components identified on the *Syllabus Review*.

¹ Submitted DCTC faculty syllabi will have limited viewing rights, only viewed for the following reasons: Verification of included information in the event of student issues, data collection and analysis for quality improvement purposes, and/or evaluation for transfer credit

² If a copy of a syllabus is needed for the evaluation of transfer credit, it shall be considered fair use for DCTC Academic Affairs to provide a copy to the transfer institution requesting the syllabus for evaluation. The document must be watermarked with the sentence, “This document can only be used for transfer purposes,” and the file shall be submitted only in pdf format. The same requirement applies in the event the file is submitted to the student to be delivered to the transfer institution on behalf of DCTC Academic Affairs. In either case, the instructor will be notified of the submission. If the instructor submits the syllabus to the transfer institution or to the student, the instructor may submit on their own terms.

³ Release of archived syllabi to other faculty members will be made only after permission is obtained from the syllabus author.

Related Documents:

- Minnesota State Board Policy 3.22 Course Syllabi and Course Outlines

Responsible Administrator: Vice President of Student Affairs

Procedure History:

Date of Adoption: 01/07/2020

Date of Implementation: 01/07/2020

Date of Last Review: 01/07/2020

November 2022: added clarifying language to footnote 2, added responsible administrator.