

What's new in the SP 18 syllabus template?

New (shorter!) Format

- After gathering feedback from faculty, Faculty Senate proposed a condensed format for the syllabus template to me, and I was happy to oblige 😊 Thanks to Faculty Senate leadership and all of the faculty who contributed their input to make this collaboration happen.

Updated information on course syllabus template:

- Pg. 1
 - OTC values were amended by Strategic Planning Council in August 2017 – the new values are: Quality, Opportunity, Accessibility, Learning, Diversity, Innovation, Collaboration, Respect, Integrity, Affordability, Personal Growth, Professional Growth
- Pg. 2
 - Final Exam information included (faculty request)
- Pg. 3
 - Added suggestion of using a service like Google Voice to allow faculty to use person cell phones to communicate with students without having to share their personal cell phone number
 - Added a note about email response time expectations for seated faculty (taken from FT faculty & lecturer evaluation packet)
- Pg. 4
 - Added a note about turnaround time expectation for assignment grading (taken from FT faculty & lecturer evaluation packet)
 - Added a note about course point distribution expectation (taken from FT faculty & lecturer evaluation packet)

Updated information in the related college policies and practices website:

- Gender Identity section
 - Corrected an error – the change of student information form can only be used to update/give a preferred name (previous version of this section stated the form could be used to update legal sex information as well – this is incorrect)
 - Updated LGBT to LGBTQ+ to reflect current inclusive vocabulary best practices

- HAVEN
 - Added a direct link to the HAVEN site (faculty request)
- Crisis Plans section added (student request)
 - This section includes a statement about the crisis plan documentation available in classrooms and gives the location of AEDs at each OTC campus and location
- Emergency Text Messages
 - Added a direct link to the site where emergency text message information can be updated (student request)
- OTC Cares
 - Added an introductory statement that includes links to overview videos for OTC Cares and the BIT team