Syllabus Procedure

Types of Syllabi

A. Master Syllabus
   1. The 'Master Syllabus' is created to ensure BCC instructors deliver courses to meet minimum Student Learning Outcomes and general expectations for content as approved by the College Learning and Instructional Curriculum Committee (LICC).
   2. Student/Course syllabi for individual courses will contain Master Course sections I, III, IV, and V with provided content as written, and may add content as appropriate.

B. Student/Course Syllabus
   1. The Student Course Syllabus is created to serve as a reference for the student to best understand instructor expectations for successful course performance.
   2. Instructors will tailor Sections II, VI, VII, VIII, IX, X, and XI to their individual course needs.

LICC Submission

A. All new Master Syllabi or changes to an existing Master Syllabus must route through LICC.
   1. Major changes to a Master Syllabus require approval by LICC.
      a. Major changes include: adjustment to the Student Learning Outcomes or Competencies, changes in course description, title, credit hours, subject code, prerequisites, and placement requirements.
   2. Minor changes to a Master Syllabus require notification of LICC.
      a. Minor changes include: addition of KBOR transfer statement, and correction of typos/errors which do not impact the intent of content presented.

B. Submission for a change to an existing Master Syllabus or creation of a new Master Syllabus requires the inclusion of sections I, III, IV, & V, and the exclusion of semester/cycle/year in the header.

C. The instructor or instructors ("initiating instructor") desiring changes to the Master Syllabus make notification via the chain-of-command in their Division up to the Dean.

D. The Dean ensures all other instructional deans who offer the course in question, are notified so that each may solicit relevant instructors from their area to engage in the discussion of desired changes.

E. The initiating Dean notifies the Administrative Assistant of the VP (VPAA) and submits the modified syllabus and the Revised Course Checklist once engagement by appropriate instructors has occurred. When submitting a new Master Syllabus to the VPAA, a New Course Checklist must be included.

F. The recommended syllabus and course checklist are routed to the proper LICC sub-committee for review by the VPAA.

G. All necessary corrections of formatting, etc. are managed between the LICC sub-committee and the initiating instructor(s).

H. Once approved by the LICC sub-committee, the sub-committee chair submits the final syllabus to the VPAA to be placed on the LICC agenda for presentation and voting.

I. LICC approved Master Syllabi are loaded to T:\Syllabus\Master folder by the VPAA. If approved with required changes, a corrected copy is submitted to the sub-committee, and the sub-committee chair submits to the VPAA for this purpose.