

Subject: Submit Fall 2015 Syllabi for Student Success

Dear Faculty,

In preparation for the Fall 2015 semester, it is important that you send your syllabus to your Division Chairperson and the Office of Academic Affairs at the email address listed below or make it public using Etudes by the first week of classes.

Student Success

There are many reasons why it is beneficial for students to review the syllabus before classes begin:

- Many students will not purchase textbooks until they read the syllabus.
- Students who wait until the first class meeting may not find the textbook at the bookstore, which can cause delays in having the required materials for the class.
- Potential students will be better informed regarding the class expectations.
- The RP Group's report *Student Success (Re)defined*, documented that the largest percentage of student respondents (40%) cited being **focused** as the most important factor for student success. Your syllabus indicates clear goals and expectations for your students.

To help facilitate this process, **please email your Fall 2015 syllabus (for each course section you teach) as a Word or PDF document by the first week of instruction** to the Office of Academic Affairs at academicaffairs@wlaac.edu. If you are using Etudes and have made your syllabus public, just send an email to confirm that you have done so. This 3-minute video tutorial <http://www.youtube.com/embed/0jE3OfDEMUQ?rel=0> demonstrates how easy it is to make your Etudes syllabus public.

In Spring 2013, the Academic Senate approved the motion, "To reaffirm West Los Angeles College's commitment to enhancing student success, the Educational Policies and Standards Committee supports the following: prior to the start of classes, collect and post online all syllabi for course sections being offered and distribute syllabi to students at the first class meetings."

Board Rule Ch. VI, Article VII, 6703.10 indicates, "During the first week of classes, the Instructor of Record shall provide students, the Department Chairperson, and the Office of Academic Affairs, either hard copy or electronically, a syllabus that clearly states the work product which will be the basis for determining each student's grade as well as the grading criteria. The syllabus shall include the approved course student learning outcomes, an accommodation statement for students informing them of services available through the DSPS office, instructor contact information, and a reference to the student code of conduct as it relates to academic dishonesty (Board Rule 9803.28; Adopted 11-21-94, Revised 07-28-10, Amended 08-05-15). <http://www.laccd.edu/Board/Documents/BoardRules/Ch.%20VI%20-%20Article%20VII.docx>

The Agreement between the Los Angeles Community College District and the Los Angeles College Faculty Guild (Local 1521, CFT/AFT, AFL-CIO), Appendix C, Evaluation states, “(For all Faculty) Develops and disseminates course syllabi consistent with appropriate Board Rules.” (http://www.laccd.edu/Departments/HumanResources/Documents/AFT1521%202014-17_WebContract-w%20updated%20signature%20page%20-%20Final%20-restricted.pdf), page 189).

Attached is a sample syllabus template that you can modify for your course.

Best wishes for a successful semester.