

**Board Policy Manual Amendment
Sections 1-1-301 Curriculum, 2-3-402 Teaching Responsibilities, and 2-3-501 Course Outline**

RECOMMENDATION

It is recommended that the Board of Trustees approve updates to sections **1-1-301 Curriculum, 2-3-402 Teaching Responsibilities, and 2-3-501 Course Outline** of the Board Policy Manual.

BACKGROUND

A number of sections in the Board Policy Manual pertaining to the curriculum have not been updated since the university implemented a new digital workflow. The proposed changes span three sections of the Board Policy Manual; however, because they are interrelated, they are presented as a single update.

The proposed changes were approved by the Faculty Senate on April 15, 2024.

Tamra J. English

Responsible Staff

12/05/2024

Date



President

12/06/2024

Date

Board Action

Date



Part 3 – Faculty

1-1-301 Curriculum.

The BOT recognizes that curriculum design is within the purview of the faculty. The BOT authorizes a curriculum approval process in which changes to academic programs and courses are initiated by ~~the concerned~~ **affected academic unit.** ~~programs, schools, or colleges and~~ **These changes** are reviewed from the point of view of **for their** academic desirability by faculty committees at the **academic unit** program area, school, and college levels. ~~After such faculty approvals, questions of~~ **Implementation, including resource availability and compliance with external stakeholder requirements, are to** **shall** be determined by the appropriate unit leader, dean, and by the CAO (or delegate). **The addition of new credentials to the catalog, and** changes to undergraduate academic programs that result in requirements which exceed maximum credit hours required by the State of Colorado require the approval of the BOT.



Part 4 – Faculty Responsibilities and Conditions of Employment

2-3-402 Teaching Responsibilities.

- (1) At the beginning of each term, instructional staff are responsible for stating the approved course descriptions and the instructional objectives of each course. It is expected that each instructional staff member shall direct their instruction toward the fulfillment of these objectives, and that their examinations will be consistent with these objectives. Instructional staff are responsible for orientation of content in the courses they are assigned to teach.
- (2) Instructional staff are responsible for informing their students of the methods to be employed in determining the final course grade, and of any special requirements of attendance that differ from the attendance policy of the University.
- (3) Regular attendance in all classes is expected and encouraged. The instructor shall determine the relationship between attendance and the objectives of the class, and the way in which the instructor shall evaluate attendance as a factor in student achievement. The instructor is responsible for informing students of such policies as these relate to the students' grades. Students also have the responsibility to know the policies of each course.
- (4) Due dates for all assignments, including changes to any tentative dates of assignment listed in the initial course syllabus, shall be communicated with sufficient notice for students to complete the assignments.
- (5) Instructional staff are responsible for grading all required examinations, papers, and projects completed by students. Instructors are required to make graded coursework available for student inspection and discussion. Grades for assignments should be made available within two (2) weeks, in a manner that allows students to determine their current grade in the course. All examinations, papers, and projects submitted for evaluation not returned to the student shall be retained for the next semester of the academic school year. In courses without written examinations, papers, or projects, the instructor shall provide a written explanation articulating the basis for all grades submitted for that course. Sufficient detail must be provided to demonstrate that the evaluation is not arbitrary or capricious.

- (6) In each section of a course with at least three (3) enrolled students, the instructional staff member shall maintain a course site (or *shell*) on the University's Learning Management System ("LMS"). **The site must include the elements of the course teaching syllabus outline as described in 2-3-501.** Instructors are encouraged to use the LMS for communications with students, distribution of course materials, scheduling of assignments, and reporting of grades, as appropriate for the content and methodology of the course. Academic units may implement policies for the use of the LMS among instructional staff delivering their courses.
- (7) All instructional staff are expected to meet their classes regularly through the last scheduled session of the semester or part of term, at the scheduled time, and through the delivery mode stated on the course schedule. In cases of illness or any other emergency, the instructor shall notify the department chair/school director so that appropriate support can be provided. The University reserves the right to make any necessary temporary changes of class schedules and/or mode of delivery. Such changes must be approved by the respective department chair/school director and dean.
- (8) In addition to the course sessions in the Schedule of Classes, instructors may require attendance at course-relevant events (e.g., study sessions, training sessions, lectures, concerts, theatrical productions). Such requirements shall be articulated in the course syllabus, although specific times and dates may be determined during the progress of the semester or term. In setting such requirements, however, instructors shall make reasonable accommodations for students with significant scheduling or logistical challenges through multiple opportunities or alternative means to satisfy a given requirement.
- (9) All instructional staff whose responsibilities involve students are expected to schedule a reasonable number of office hours for student conferences. Such office hours shall be scheduled at times convenient for both students and instructors with the additional option of prearranged appointments for students when there is a schedule conflict. The number of office hours shall be determined at the appropriate administrative level.
- (10) Instructional staff responsible for academic advising shall be available at specified hours agreed upon by the instructor and student.
- (11) Instructional staff are responsible for providing an opportunity for student evaluation of each course taught, provided that more than one (1) student is enrolled in the course. This opportunity shall be consistent with the student evaluation policies and procedures approved by the academic unit. Each college dean shall ensure that such policies and procedures exist within their college/University library. In consultation with the relevant unit

leader, deans may approve unit-specific student evaluation policies and procedures.

- (12) Fundraising, whether to benefit UNC or a third party is an extra-curricular activity. As such, the level of fundraising success achieved, or amount of funds raised, cannot be used in determining grades in any direct study, internship, class curriculum or program of study. The prohibitions of this policy do not apply to the study of fundraising entities and grant writing in their processes.



Part 5 – Curriculum

2-3-501 Course ~~Outline~~ Syllabus.

For the mutual benefit and protection of students and faculty, every faculty member is obligated to share in writing with students **by the first day of class** before the add deadline **a teaching syllabus which includes at minimum:**

- (1) **The prefix, number, title and the course objectives/learning outcomes that were most recently approved in the curriculum process;**
- (2) the general strategy, topics, subject matter, materials and tasks to be employed to meet those objectives/outcomes;
- (3) evaluation criteria and weight to be applied to each assignment/activity in determining the final grade;
- (4) a list of tentative deadlines **for accomplishment of to complete all assignments. (which must be between the start and end dates of the course as listed on the published course schedule); and**
- (5) policies for determining final grades in the event that a university closure occurs during the class's final exam period.