




Office of the Provost and  
Senior Vice President for Academic Affairs

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**TO:** Richard Koubek, President

**FROM:** Andrew Storer, Provost & Senior Vice President for Academic Affairs 

**DATE:** November 20, 2024

**SUBJECT:** Senate Proposal 9-25

Attached is Senate proposal 9-25, "Proposal to Amend Senate Policy 312.1; SYLLABUS REQUIREMENT FOR ALL COURSES AT MICHIGAN TECHNOLOGICAL UNIVERSITY," and a memo stating the Senate passed this proposal at their November 7, 2024 meeting. I have reviewed this proposal and recommend approving the proposal with the following editorial clarifications.

Replace:

- Provide course syllabus information on a content page in the LMS.
- Upload the accessible course syllabus document to the LMS. (An accessible syllabus template is available in Word or Google Docs formats).
- Provide a URL link to the course syllabus in the LMS.

With:

- Provide the course syllabus as a content page in the LMS.
- Upload the accessible course syllabus document to the LMS. (An accessible syllabus template is available in Word or Google Docs formats).
- Provide a URL link to an accessible course syllabus in the LMS.

I concur  do not concur  with the provost's recommendation as stated in this memo.

Richard Koubek, President

11/22/24

Date



DATE: November 7, 2024  
TO: Richard Koubek, President  
FROM: Robert Hutchinson, University Senate President  
SUBJECT: Proposal 9-25  
COPIES: Andrew Storer, Provost & Senior VP for Academic Affairs

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At its meeting on November 7, 2024, the University Senate approved Proposal 9-25, "Proposal to Amend Senate Policy 312.1; SYLLABUS REQUIREMENT FOR ALL COURSES AT MICHIGAN TECHNOLOGICAL UNIVERSITY." Feel free to contact me if you have any questions.

# The University Senate of Michigan Technological University

## PROPOSAL 9-25

### “Proposal to Amend Senate Policy 312.1; SYLLABUS REQUIREMENT FOR ALL COURSES AT MICHIGAN TECHNOLOGICAL UNIVERSITY”

#### Background and rationale

The Student Success Council (academics/advising/teaching working group) composed of faculty, staff, and students, was tasked with identifying key indicators of student success. The qualitative data we have collected suggests there are vast differences in the usage of Canvas among our instructors. This can cause student confusion and dissatisfaction. Students desire a consistent starting point for a course. This policy would ensure a consistent and inclusive option for students to obtain the course syllabus. A Canvas-based course syllabus will allow students to access the information from their devices (laptop, tablet, mobile) and would support learners who use assistive technology such as text-to-speech software or a screen reader. Instructors could still distribute a paper copy to their students if desired.

#### Proposal

We recommend the following change to Senate Policy 312.1 on the Syllabus Requirement for all Courses at Michigan Technological University:

Replace the text:

‘The instructor of each section of any course at Michigan Technological University shall provide each student enrolled in their section of the course a printed copy of a course syllabus or shall provide students with a URL containing the web-based version of such a document’

With the following text:

The instructor of each section of any course at Michigan Technological University (except for research and independent study sections) shall provide enrolled students with course syllabus information in one or more of the following ways within the learning management system (LMS) course (currently Canvas) linked to Banner and created for that section:

- Provide course syllabus information on a content page in the LMS.
- Upload the accessible course syllabus document to the LMS. (An [accessible syllabus template is available](#) in Word or Google Docs formats).
- Provide a URL link to the course syllabus in the LMS.

This syllabus requirement is effective beginning in the fall 2025 semester.