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| SUBJECT: Faculty Class Records | Effective Date: July 1, 2011 | Policy Number: 01-1-021 |
| | Supersedes: Policy: Date: | Page 1 Of 2 |
| | Responsible Authority: Vice President/Chief Academic Officer | |

I. Purpose and statement of operational policy underlying the procedure.

All faculty members of record for any course must maintain appropriate records for each course taught. A copy of the syllabus provided to the students in the class must be kept. A copy of the final examination, student final examination papers, and copies of sample work of students will be kept for use as evidence for outcomes assessment of students appropriate for each course. Throughout the duration of the course, the faculty member will record attendance and grades consistent with the grading system described in the syllabus.

A copy of the syllabus for each course will be submitted to the Division Chair at the beginning of the course. A copy of the attendance and grade records for each course will be submitted to the Division Chair at the end of the course. Final Examination papers and copies of student work will be provided to the appropriate faculty for use in outcomes assessment and then filed in the faculty member's office designated by the Division Chair.

II. Applicability/Scope

All faculty members for each course taught.

III. Process for Implementing Procedure

| Responsibility | Action | Timeline |
|-----------------------|---|---|
| Faculty Member | Submit syllabus to Division Chair Provide syllabus to students | The first week of class |
| Faculty Member | Maintain attendance and grades for each student in each course | Throughout the time of the course |
| Faculty Member | Keep copies of sample student work Keep student final exams | Throughout the course At the end of the course |
| Faculty Member | Submit a copy of attendance and grades to Division Chair | At the end of the course |
| Faculty Member | Provide copies of sample student work and student final exams to the faculty assessing outcomes | As scheduled on the Evidence Schedule of the SOAP |
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IV. Related policies/References for more information

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| Authorizing Official: <u>Barbara J. Smith</u> | Authorization Date: <u>OCT 06 2011</u> |
| Title: <u>Vice President/Chief Academic Officer</u> | |