

RESOLUTION 2022-01

TO: Members of the Student Senate

FROM: Taylor Hunter, SGA President and Co-Chair of Joint Council on Student Interests; Katarina Silvestri, Co-Chair of Joint Council on Student Interests

DATE: November 16, 2021

SUBJECT: Endorsement of a Syllabus Request System

ACTIONS REQUESTED

That the Student Senate support the creation of a syllabus request system as a method for students to request access to prior syllabi for classes taught at SUNY Cortland as they are collected and housed by academic departments, AND

That the Student Senate support Faculty Senate's endorsement of a change in the language in the College Handbook to clearly identify length of time prior syllabi are retained by each academic department's office.

RESOLUTION

We recommend that the Senate of SUNY Cortland Student Government endorse the following resolutions.

Whereas, SUNY Cortland graduates may require syllabi for credit transfer purposes at their new institution; and,

Whereas, students who graduate or transfer from SUNY Cortland may lose access to their syllabi if they cannot access Blackboard and no longer have a paper copy; and,

Whereas, academic departments already collect syllabi each semester to maintain a record of the course as it was previously taught;

Be it resolved, that the Senate of SUNY Cortland Student Government support the creation of a syllabus request system facilitating contact between the student requesting a syllabus and the academic departments that houses the requested syllabus, which will enable the academic department administrative assistant to provide the requested syllabus based on semester and course instructor.

Be it further resolved, that the Senate of SUNY Cortland Student Government support Faculty Senate endorsing a change in language in the College Handbook clearly identifying the length of time prior syllabi are retained by each academic department's office as follows:

2021 College Handbook	Requested Change
<i>[there are currently no guidelines as far as how long syllabi should be retained by academic departments; Section 220.02 contains Syllabus Requirements]</i>	[add to Section 220.02, Syllabus Requirements]
Original Language: "During the first week of classes (preferably at the first class) a	"During the first week of classes (preferably at the first class) a syllabus should be distributed and discussed with all students. Faculty are required to submit

syllabus should be distributed and discussed with all students. The syllabus must include all items listed in these five categories:"

their syllabus to their department administrative assistant by the end of the second week of classes and the department is required to keep the syllabus on file for a minimum of 7 years. The syllabus must include all items listed in these five categories:"