

Resolution 2022-02

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 30, 2021

SUBJECT: Endorsement of Policy for Department Retention of Syllabi

ACTIONS REQUESTED

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 resolution:

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

Whereas, SUNY Cortland graduates may request syllabi from departments for credit transfer purposes at their new institution several years after they have taken the course in question; and, therefore

Be it 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
<p><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></p> <p>Original Language: “During the first week of classes (preferably at the first class) a syllabus should be distributed and</p>	<p>[add to Section 220.02, Syllabus Requirements]</p> <p>“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 their syllabus to their</p>

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

department 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:"