

Course Syllabus Policy: Undergraduate

The main reason for the change is that there is a significant number of faculty that do not post syllabi, thus leading to potential confusion with students what they can expect from the class. In the current situation many students need to make the decision whether to stay in a class or not based on little information. Requiring that the syllabus is posted (LMS in most on a student accessible location on the first day of class allows students to make a more informed decision on the class.

Below are responses to some of the questions asked via email and in the faculty senate executive meeting and the discussion in the full UGC meeting.

Question: what about posting the syllabus on Brightspace (or other LMA sites) does faculty then give up their IP rights on the course syllabus?

Faculty IP rights was the main objection that came forward in the UGC meeting and led to the one 'No' vote. The committee sentiment was that faculty IP rights were outweighed by the interest of students and honestly according to ABOR 6-908 (attached here) course materials are considered ABOR owned property:

1.a 'The board owns all intellectual property in each of the following categories: (1) Any intellectual property created by an employee in the course and scope of employment; and (2) Any intellectual property created with the significant use of board or university resources.'

Scholarly work is exempt, but course materials are not considered scholarly work:

2.c(5) "Course and instructional materials, in any form, such as video lectures, power point presentations, and course materials provided to students, unless otherwise set forth in a university policy or separate written agreement."

Syllabi or syllabus are not mentioned in the ABOR 6-908, but since we create our syllabi in the course and scope of our employment and significant use of university resources (office/computer) I would say ABOR is not gaining anything from requiring faculty to put their course syllabi on D2L.

Question: what about the potential faculty vulnerability to outside viewing of the syllabi on Brightspace for doxxing or other pressure activities about used course materials?

Brightspace course pages are not accessible to administrators across campus and thus it is not likely that outside entities will access these course sites. Departments/colleges already are required to keep a record of all course syllabi, which could be potentially accessed. Likewise, student could record the syllabus and post them on line.

Faculty, if they suspect that a certain course material might land them as a target to potential threats, can leave those materials of and add 'TBD' for that class. Also, optional additional language for the course syllabus is *'the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.'*

Question: Is this going to make much more work for faculty with the Individualized Learning Contracts?

The individualized learning contracts do not need to be onerous and honestly one of the best strategies (mentoring practices) is to work with the student to develop the learning contract. The key here is to have clear expectations outlines and agreed upon early in the semester to make sure that students know what is expected from them and that they can meet those criteria.

Undergraduate Council Meeting Minutes Date: February 3, 2026

Undergraduate Course Syllabus Policy — Approved

The subcommittee brought an updated syllabus policy to the full council. Major changes include: a requirement that instructors provide a syllabus on the first day of class or at least two days before the drop deadline; syllabi must be posted to the course LMS (Brightspace); a new section addressing individualized learning contracts for courses like honors theses and independent studies; and consolidation of required university policy language under a single URL option to streamline syllabi. Substantial discussion ensued around the LMS distribution requirement, academic freedom, enforceability, and data concerns. One member moved to amend the language from "LMS" to "digital distribution"; however, concerns were raised that email distribution would not reliably reach late-add students and would create more administrative burden. The council ultimately voted on the policy as written. Vote: 12 in favor, 1 opposed, 1 abstention. Motion passed.

Undergraduate Council Meeting Minutes Date: March 3, 2026

Undergraduate Syllabus Posting Deadline — Policy Revision Vote UGC reviewed the syllabus policy update previously approved in a prior meeting. The policy as voted on had required syllabi to be posted to Brightspace either by the first day of class or within two days of the course drop/refund deadline. UCAAC requested UGC reconsider and tighten this to the first day of the class. The discussion brought up several considerations: the flexibility some instructors desire to co-construct syllabi with students; the student need to review syllabi before the drop deadline; complications for Monday-only classes that may not meet until the drop deadline in spring semesters due to MLK Day; and the unique circumstances of 7-week online courses with 3-day drop windows. Participants generally agreed the cleanest standard is "the first day of the class" (meaning the first scheduled meeting of the specific class section), with the understanding that a draft syllabus satisfies the requirement and content may be updated thereafter in accordance with the existing "subject to change" policy language. A concern was also raised about Brightspace's dual upload locations (the student-facing content area versus the syllabus repository not visible to students). The Registrar's Office confirmed that the intent is for syllabi to appear in the student-

accessible content area, and that implementation guidance will be communicated clearly upon policy adoption. A suggestion was made to advocate for a dedicated syllabus tab in Brightspace's standardized navigation bar. A motion was made and seconded to amend the syllabus policy deadline to require posting by the first day of the class. The motion passed unanimously (17-0, no abstentions).