



Andrea C. Wade, Ph.D.
Provost and Vice President, Academic Services

DATE: June 18, 2019
TO: Department Chairs
FROM: Andrea C. Wade, Provost and Vice President, Academic Services
RE: Course Information Sheet Information

Colleagues,

There have been changes to the Course Information Sheet (CIS) requirements due to recent updates to the Faculty Senate Resolutions. Currently, your CIS should be provided to the department secretaries by week three to be archived. Additionally, your CIS will now be placed in Blackboard by department secretaries, Chairs, or designated department members. Directions will be provided to the department office.

In order to enhance student success, it is important that all faculty members adhere to the College policy of distributing Course Information Sheets to students in each section as early in the first week of classes as possible. The distribution of the CIS can be in electronic form sent to students as an e-mail attachment or link or handed out in class. Please be specific about your course policies and expectations as the information is especially critical in student grievance situations. A sample CIS can be found in the Faculty Resource Handbook.

We have communicated with Faculty Senate that a soft-launch for implementing the student attendance policy will take place in the Fall 2019 semester.

Another change to the Faculty Senate Resolutions centralized all of the general college information that had been listed on each CIS by moving them to an online CIS that students are required to read and acknowledge each semester. We will leverage Starfish to follow up with students who do not do so. You will see those changes reflected in the requirements listed below and in the new requirement statement (#11).

Please remind faculty that each CIS should include the following information:

- 1) Course Title: Course abbreviation and title
- 2) Instructor Information: Name, Room Number, Departmental Extension Number, and Office Hours
- 3) Required Course Materials: Textbooks, materials, instruments, special fees, and expenses
- 4) Email Address: May include indication as to whether you will accept messages from non-monroecc.edu accounts and/or assignments via email

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- 5) Course Description and Course Learning Outcomes: Description of course and course prerequisites (as they appear in the current Catalog and Student Handbook) and course Learning Outcomes: List course learning outcomes (as approved by the department; copies are on file in the Curriculum Office)
- 6) Attendance and Withdrawal Policies: Description of attendance and withdrawal policies (in accordance with the current Catalog and Student Handbook; be sure to advise all students to consult with a financial aid advisor before withdrawing from a class. See information on Page 3 for a new statement regarding faculty-initiated withdrawal)
- 7) Course Requirements: Classroom participation, projects, class work, readings, and outside assignments
- 8) Examinations: Comprehensive or not, number and type of tests
- 9) Make-up Policy: Exams, assignments, classes
- 10) Grading: Percentage or emphasis placed on exams, quizzes, etc.
- 11) This statement must be inserted on all Course Information Sheets:
Students are required to read and acknowledge College-wide policies each term. They are found in "College-Wide Policies" on Blackboard under Student/Courses.

The following information is strongly encouraged:

- 1) Cell Phones/Pagers: Instructions and or/class policy
- 2) Course Outline and Schedule: Approximate dates of exams and major assignments (precise clarification a minimum of one (1) week in advance)
- 3) Instructional Methods: Lectures, movies, class discussions, field trips, overhead projectors, and handouts
- 4) Student Responsibilities
- 5) Instructor Responsibilities
- 6) Civility, Honor Code, and Grievance Procedures: Provide statement referring student to the current Catalog and Student Handbook for policies
- 7) Faculty members may consider adding the following statement: Neither audio nor video recordings of the instructor or the class can be made without the explicit prior written permission of the instructor or when approved as an accommodation by the Services for Students with Disabilities Office.*
- 8) The library can help with your research in this class. You can drop by the library's Reference desk to ask any question you have, whether you're just getting started or are stuck. MCC's librarians can help students find and evaluate all types of information and resources including: articles, books, websites, statistics, data, government documents, and more. For more information on hours and librarians, visit the library's website: <http://www.monroecc.edu/depts/library>.
- 9) MCC's tobacco-free policy prohibits the use, distribution or sale of tobacco in all college owned, leased or controlled buildings, property and vehicles and at all MCC-sponsored events. This policy applies to everyone on campus. We appreciate your cooperation in MCC's commitment to being a tobacco-free campus.

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*Faculty cannot deny students with disabilities access to an approved accommodation of digital recorded lectures. Such accommodations might be identified as necessary under Section 504 of the Rehabilitation Act. Instructors are therefore obligated to permit recording of their lectures when a student with a disability has been approved for this accommodation by the Disability Services office.

Thank you for your assistance and cooperation in this important matter.

ACW:sn

cc: Division Deans

Statement on Withdrawal:

Regular class attendance is one of the most important contributing factors to your academic success. Missing classes may have an academic consequence as outlined in your course syllabus. In addition, failure to attend class may impact scholarships, grants, loans, veteran affairs status, satisfactory academic progress (SAP), participation on athletic teams, eligibility to live in campus housing, and, most significantly, financial aid assistance.

MCC is transitioning to a model where faculty members will be reporting student attendance through Blackboard. For the fall 2019 semester, students who miss a number of classes may receive automated messages from the Starfish Early Alert system. These messages will alert students if they miss more than 10, 20, and then 30 percent of the class, and they will advise students about course withdrawal from a class if they miss 30 percent of the class. However, it might be important for you to consider withdrawing before this point. If you anticipate missing class, please keep in regular communication with your instructor as specified in your syllabus. Also, please regularly review the record of your attendance in Blackboard and contact your instructor promptly if you note any possible discrepancy.

If a student determines that they will be unable to complete courses in which they are currently enrolled, it is the students' responsibility to initiate procedures leading to a formal withdrawal ("W") in order to avoid a failing ("F") grade. Students who need assistance in completing this process should contact the Registration and Records Office.