

## **Charge to Ad Hoc Committee to Update Mandatory Syllabus Information**

*Approved at the 2020-10-13 meeting of the Faculty Senate*

The Faculty Senate hereby establishes an ad hoc committee to update the institution-wide mandatory syllabus information. (Note: Subsets of curriculum have additional requirements, i.e. GENEDs etc.)

This Committee should consist of:

- at least 1 faculty member from each college
- A non-voting student member would also be welcomed

The Committee should:

1. Review the mandatory syllabus information listed here:  
<https://www.uww.edu/facsenate/constitution-and-policies/syllabi-mandatory-info>
2. Deliberate on the relevance and importance of the listed requirements, removing those which no longer seem essential.
3. Consider adding other information that would be relevant and important, the instructor's email address for example.
4. Prepare a document with the updated list of required information.
5. Bring this recommendation to the Faculty Senate in time for a vote at the October 2020 meeting.
6. Help craft and deliver messaging to ensure that all instructors are aware of these changes and are prepared to include the required information starting in Spring 2021.