Proposed Revision of the Institutional Syllabus, following discussions at Academic Affairs and Faculty Senate.

Some thoughts about this revision:

What is the purpose of the institutional syllabus?
The institutional syllabus is a centrally controlled document where the college can place:
- policies and resources relevant to all students
- information that we are legally obligated to provide to all students
- syllabus items that include phone numbers, names, links, or specific language that needs to be kept up to date.

By using an institutional syllabus, the college makes sure that all our legal language is up to date, and provided to every student. We make sure that there is not conflicting information provided in different class syllabi.

Any policies or information that are specific to a particular class should remain on the class syllabus, controlled by individual instructors.

Who will control the institutional syllabus?
- The VPAA's office has agreed to maintain the institutional syllabus.
- The Academic Affairs committee is in charge of its content and organization.
- eLearning is in charge of making sure that it is available to all students.
- Someone (eLearning?) needs to regularly double check it for accessibility standards.

Commented [JK1]: This should probably be eLearning

Where will the institutional syllabus be available?
In fall 2022, the institutional syllabus was included in every Canvas class on the "Syllabus" page. Unfortunately, some faculty didn't know it was there, and accidentally threw that page away when they built or copied their courses.
For future terms, perhaps the institutional syllabus could be linked on the left side black ribbon in Canvas?

How can we make sure that students see and read the institutional syllabus?
Good question!

Commented [JK2]: I have some scattered thoughts on this. But not enough time to research a source and write it down right now.

Can we make it clear to students where they should go for what information?
Good question!

What is a reasonable organization for the institutional syllabus?
The current version of the syllabus is organized alphabetically by first initial of the title of the item. In this revision, I have attempted to organize the items:
- so that like things are together
- so that the items are more in the order in which a student might need to know them.

Commented [JK3]: I wonder if there is a way to chunk them into two or three big categories, so bolder titles can be added. Maybe something like Dates and Classes, Equity and Inclusion, Student Support????

Commented [JK4]: I agree

In this revision, I have highlighted some items to ask for further discussion of these items. Once we resolve these questions, the whole thing should fit on three pages.

I haven't yet checked all the links – I know that some of them are dead. I need to re-color the links.

Institutional Syllabus

This institutional syllabus includes policies and information that apply to all of your classes and other activities at COCC. Make sure that you read this in addition to the specific syllabus for each of your classes.

Enrollment and Drop Deadlines

The following deadlines apply to full term courses; for part-of-term courses, see Academic Calendar - Important Dates by Term. The table below applies to full-term courses only.

Important Dates and Deadlines	Enrollment Information
First week of term	You MUST attend all your classes the first week of the term. Students not in attendance or absent without instructor permission will be administratively withdrawn. Online classes also have attendance requirements. Make sure you satisfy these requirements to remain enrolled.
Friday of second week 5 pm (Summer term, noon on Friday of the second week)	Last day to drop a class with a full refund. - You can drop online through your Bobcat Web Account, - or call Enrollment Services at 541-383-7500, - or go in person to the Enrollment Services (should this be Admissions and Records?) office on any COCC campus.
Friday of seventh week 5 pm (Summer term, noon on Friday of the seventh week)	Last day to drop with no grade on transcript or to change to an audit. Does not require instructor approval. - You can drop online through your Bobcat Web Account, - or call Enrollment Services at 541-383-7500, - or go in person to the Enrollment Services (should this be Admissions and Records?) office on any COCC campus. There may be financial aid implications to dropping a class. Contact the Financial Aid Office if you have any questions.
Wednesday of last week of regular classes 6 pm	Last day to drop. Requires instructor approval. Shows as W on your transcript. Consult with your instructor to see if they will grant you permission to drop the class. If you receive instructor approval, you must contact the Enrollment Services office (should this be Admissions and Records?) on any COCC campus either in person or via phone 541-383-7500 to drop the class. There may be financial aid implications to dropping a class. Contact the Financial Aid Office if you have any questions.

Final Exams

See the Academic Calendar and Exam Schedule page for the final exam schedule, and policies for rescheduling final exams, and information about the final exam requirement.

Rescheduling final exams is available only in specific circumstances and requires advance planning.

Americans with Disabilities Act (ADA) Statement

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation should make an appointment with the instructor as early as possible but no later than the first week of the term. Students may also wish to call Disability Services in Barber Library at 541-383-7583 or email disabilityservices@cocc.edu.

(Do we want to edit these words?   Students with documented disabilities should contact Disability Services ……. as soon as possible to ……….   THEN, put the information about contacting your instructor.   The original version of these words was intended to be on individual class syllabi, so made more sense then.)

OR "If you have a documented disability but do not yet have an accommodation letter call Disability Services……"

Non-Discrimination Policy

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy, or any other protected classes under federal and state statutes in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer c/o COCC's Human Resources office at 541- 383-7216 or hr@cocc.edu.

Title IX Statement

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff, and students to realize their full potential. To assist in this, the College adheres to federal Title IX and state of Oregon sexual harassment laws, noting that this includes sexual harassment, sexual assault, domestic or dating violence, or stalking.

The College's policies and procedures related to Title IX and State of Oregon sexual harassment laws are included in the College's Policies and Procedures. Individuals wanting more information or who need to report a Title IX or sexual harassment incident are encouraged to contact (should contact instead?) the College's Title IX coordinator at 541-383-7211 or to file an incident report.

Class Recording Policy

Students must consult with the instructor before making any auditory or visual recording of any portion of the class. Recording of class sessions will be allowed only with prior permission and within parameters set by the instructor. Recordings are for personal academic use only. It is a violation of Oregon state law and the Family Education Rights and Privacy Act (FERPA) to share or post any information that identifies a student or students from a class recording. Students with an accommodation regarding class recordings from the Office of Disability Services will make this known to their instructor.

Acceptable Use of Technology

COCC computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.   For more information, check this policy document.

Student Rights and Responsibilities

All students should review the Student Rights and Responsibilities documentation, which lays out expectations for acceptable student behavior, disciplinary procedures, and your rights as a student as a student at COCC.

College Closures

Occasionally, inclement weather or other unforeseen events may mean that classes may be cancelled and/or that the College is closed. Your best source of information about closures and delayed openings will be the COCC Alert, the College's Emergency Notification System (ENS). To sign up for COCC Alert or to change your settings, visit www.cocc.edu/COCCAlert. If classes are cancelled, students should check their email and Canvas announcements for further course-specific information .

For overnight weather events, College officials will attempt to decide by 6 a.m. regarding late openings or college closures. If conditions change during the course of the day, decisions on later classes will be made as early as possible.

Basic Needs, Other Resources for Students

Any student who is experiencing difficulty with transportation, affording materials and supplies for classes, accessing food on a regular basis, and/or lacking a safe place to live and believes this may affect their class performance is encouraged to contact COCC's college and career success coach at 541-383-7592 or step@cocc.edu to discuss eligibility for resources available at COCC and in the community.

- In addition, free personal counseling is available to COCC students.
- There are resources, including financial aid, available for undocumented students.
- Here is a useful link to further resources for basic needs. These links are not live – where was this last one pointing?

Principles of Community

The Community of Learners at Central Oregon Community College is made up of students, faculty, staff, and administrators. Together we are dedicated to personal, professional and academic excellence. The success of our students is our highest priority, one that is best achieved by each of us working together as members of this community to foster a climate of mutual respect and caring. For more information, go to our Creating Community website.

Office of Diversity and Inclusion

Central Oregon Community College believes that diverse backgrounds, perspectives, and beliefs enrich the learning experience of our campus. As a result, we are committed to providing work and learning environments that respect and educate about cultural differences. Our success in this endeavor relies on our ability to recruit and retain diverse students, faculty, and staff, and by creating a respectful and inclusive campus community. All members of the campus share in the responsibility to foster a climate that of mutual respect and caring.   For more information, go to the Office of Diversity and Inclusion website.

Veteran and Military Connected Students

COCC is committed to supporting each veteran and military-connected student, from admissions to graduation. For more information, go to our Veteran's Services website.

COCC Land Acknowledgement

Central Oregon Community College would like to acknowledge that the beautiful land our campuses reside on are the original homelands of the Wasq'u (Wasco) and Tana'nma (Warm Springs) people. The Wasq'u (Wasco) and Tana'nma (Warm Springs) people ceded this land to the U.S. government in the treaty of Middle Oregon of 1855 while retaining regular and customary hunting, fishing, and gathering rights. As a result of this treaty, the Warm Springs Indian Reservation was created.   For more information, go to our Land Acknowledgement web page.