



San José State
UNIVERSITY

A campus of The California State University

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F06-2

At its meeting of July 17, 2006, the Executive Committee acting on behalf of the Academic Senate, passed the followi

- Whereas:** There is a need for accurate and consistent language on greensheets regarding university policies; and
- Whereas:** The SJSU Accommodations Advisory Board has recommended language for greensheets to ensure SJSU compliance with the Americans with Disabilities Act,
- Whereas:** There is a need to enhance the students' understanding of the Academic Integrity policy including faculty requirements under that policy and University policy F06-1 states "It is the role and obligation of each faculty member to: 1) Apprise classes of the Academic Integrity Policy and the ethical standards required in courses and the permissible procedures in class work and/or examinations. This information should be referenced in course syllabi (and other materials as appropriate) and
- Whereas:** There is a need to encourage discussion of expected classroom behavior; and
- Whereas:** It is desirable to provide resources for faculty, especially new faculty and lecturers, in syllabi development; and
- Whereas:** The Office of Judicial Affairs has changed name, and consequent changes have occurred to the names and URLs of referenced documents; now therefore be it
- Resolved:** That the attached document replace S05-14 GREENSHEETS (SYLLABI); and be it further
- Resolved:** That the Provost be urged to have the Center for Faculty Development and Support develop a greensheet template to be made available to all faculty electronically and provide further resources such as samples of greensheets that meet policy requirements; and be it further
- Resolved:** That this policy be provided in New Faculty Orientation sessions held by Faculty Affairs each Fall semester; be provided by Chairs to new faculty unable to attend orientation and to new temporary faculty hired in the spring; and be it further
- Resolved:** That College Deans shall remind all faculty periodically of these greensheet requirements; and be it further
- Resolved:** That faculty are encouraged to use strategies to counter the potential for negative environmental impact of potentially longer greensheets.
- Resolved:** That the attached policy be implemented.

Approved: July 17, 2006
Present: Lessow-Hurley, Meldal, Sigler, Phillips, Lee, Najjar, Hebert,
McClory
Absent: Bros, Thames, Veregge, Van Selst, Gutierrez, Kassing,
David
Vote: 8-0-0
Financial Impact: None

Greensheets (Syllabi)

Introduction: Greensheets help enable students to better understand and fulfill their responsibilities as learners in courses. They are a necessary tool in higher education to enable students to take part in the learning process through knowing what is expected of them and what they can expect from the course. Student success is aided by students knowing in advance as much as possible about the course requirements so that they can plan their study time and coordinate work on assignments from multiple courses. Student success is also aided by encouraging students to contact their professors and providing information about key university policies to which they are subject. In addition, greensheets provide an opportunity to model thorough, clear, professional communication.

A. General greensheet procedures

- Each member of the faculty at San Jose State University shall provide a greensheet to each student in every class, to be available no later than the first class meeting. Exceptions are made only with approval of the department chair.
- If the faculty member chooses to make the greensheet available only on-line and not distribute hard copies to students, it must be available not later than the first class meeting. The faculty member shall provide an electronic or hard copy of the greensheet to the department office for department files on or before the first day of class.
- The greensheet is an agreement to provide certain classroom experiences to students. While it may be changed as the semester develops, any changes must be communicated to the students. Changes to the greensheet are not allowed after the semester ends.

B. Each greensheet shall include, at a minimum, the following items.

1. Course Information

a) Basic information:

- San José State University
- Course title, number, and section; days and times taught, location of class
- Semester and year course is being taught
- Professor's name, office number and location
- Professor's contact information: include as much information as possible and at least one direct way for students to reach you, i.e. phone number(s) or email

NOTE: While not required, it is strongly recommended in the spirit of encouraging interaction with students, that faculty members include a statement of the method by which they prefer students to contact them to maximize successful communication between faculty and student.

b) Office hours and days

c) Course or section information:

- Description of the course from the University catalog augmented by section-specific description.

- Prerequisites
 - Required and recommended texts, readers, or other reading materials
 - Any other necessary equipment/materials/fees
- d) Student learning objectives for the course, and if the course is GE, GE area student learning objectives
- e) Course requirements, e.g. papers, projects, exams, quizzes, homework, laboratory work, fieldwork, participation, etc.
- Tentative course calendar including assignment due dates, exam dates, date of final exam; you might want to include “subject to change with fair notice” as well.

NOTE: It should be noted that the Academic Vice President in a memorandum dated October 25, 1977 cites a university policy that states that there shall be an appropriate final examination or evaluation at the officially scheduled time in every course, unless specifically exempted by the college dean who has curricular responsibility for the course.

- Since attendance per se may not be used as a criterion for grading, if you grade on participation (which can be used) some indication of how participation will be assessed should be included, pop quizzes, in-class writing assignments, conversation and discussion groups, etc.

NOTE: According to University policy F69-24, “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

- f) Grading information:
- A statement of how you will determine letter grades for the course, including +/- grades if you use them
 - Extra credit options, if available
 - List of the percentage weight assigned to various class assignments
 - Penalty (if any) for late or missed work

2.

