

Resolution on Archiving Course Syllabi

Establishes Policy to Comply with CSU Record Series 9.3.2

<https://calstate.policystat.com/policy/19783932/latest/#autoid-zx8g8>

- Currently no campus wide policy for academic departments to maintain an archive of course syllabi.
- Rationale to adopt a campuswide policy: Semester conversion and integration. **Now is the time.**
- Multiple reasons specified in the whereas clauses as to why a course syllabus archive is beneficial.
- Acknowledged that many departments already retain an archive of course syllabi.
- Resolution clarifies minimum requirements for a syllabus archive.

Provisions in Resolution

Purpose to Establish Minimum Expectations for Syllabus Archive?

- Minimize burden on departments to comply with provisions.
- Departments will maintain an archive of course syllabi for all courses offered by the department.
- Archive at least one representative syllabus for each course listed in the Cal Poly Catalog for each cycle.
- Syllabi will be archived for at least 10 years.
- Archive will be maintained in a document storage system (i.e., Department OneDrive).
- Departments can have additional requirements for their syllabus archive.
- Syllabi from the 2022-26 catalog should be archived by the end of Fall term 2026.
- Policy posted in CAP, Faculty Handbook, and AP&P academic policies webpage.
- Policy should be communicated at the beginning of each Academic Year.

End of Presentation

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...Questions