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

- **Now is the time.** Semester conversion and integration.
- Existing CSU Document Retention Policy for Course Syllabi.
- Currently no campus wide policy archive course syllabi.
- Rationale specified in the whereas clauses.
- Many departments already retain an archive of course syllabi.
- Clarifies minimum requirements for a syllabus archive.
- Departments can set additional requirements if they choose.

At the request of the Executive Committee

Added a Whereas Clause

WHEREAS, the information that is to be included in Cal Poly course syllabi is described in AS-1011-26[1]; and

- A footnote citation was also added linking to the Academic Policies page on the Academic Programs and Planning website
- The added whereas clause is positioned between the 2nd and 3rd whereas clauses in the copy in your agenda.
- There is also an added footnote citation in the policy document.

Provisions in Resolution

- Minimize burden on departments to comply with provisions.
- Maintain an archive of course syllabi for all courses offered by the department.
  - At least one representative syllabus for each course
- Syllabi will be archived for at least 10 years. Why?
- Department archives held in a document storage system (i.e., Sharepoint). Why?
- Archive syllabi from 2022-26 catalog before beginning of Spring Semester 2027.
- Posted in CAP, Faculty Handbook, and AP&P academic policies webpage.
- Communicated at the beginning of each term.

End of Presentation

Resolution on Archiving Course Syllabi

…Questions