

MINUTES
Educational Affairs Committee
November 8, 1990

The committee met at 12:00 noon in the Conner Hall Conference Room. Present were: Ileana Arias, Dan Dervartanian, Peter Dress, Delmer Dunn, Karen Kuers, Stan Longman, Sharan Merriam, and Betty Whitten. Also present were Terrence Heath, Bryndis Jenkins, Susan L. Jones, and Shirley Farmer. The chair, Dr. Whitten, presided at the meeting.

The minutes of the October 18, 1990 meeting were approved as presented.

The chair then recognized Dr. Dress, who is also chair of the Executive Committee of the University Council. Dr. Dress indicated that the Executive Committee had assigned the proposal to include sexual orientation in the University of Georgia Non-Discrimination Policy had been assigned for study and a recommendation to the Educational Affairs Committee. Dr. Dress asked that the committee consult with Vice President Jenkins as it studied the issue.

The committee was provided two sets of information on the issue. One was prepared by Vice President Jenkins and the other was presented by Terrence Heath, who represents the Athens Gay/Lesbian Association.

The committee discussed the issue. The discussion centered around several areas: the legal status of expanding the definition of protected classes by campus action when the expanded definition was not included in federal or state law; human relations statements; the specific proposal by Scott Starling; and proposals that expand the definition of protected classes on campus, while exempting certain entities (e.g. the ROTC program). Based on the discussion, Dr. Whitten asked Ms. Jenkins to provide information on policies on other campuses.

The committee then set its next meeting for noon on Thursday, November 29, 1990.

The committee moved to discussion of a policy that would encourage instructors to provide a course syllabus. After discussion and amendments, the committee voted to approve the following recommendation for transmission to the University Council:

"Encouraging Course Syllabus

University of Georgia faculty members are strongly encouraged to provide a copy of the course syllabus to each student in each class by the end of the first week of class for every term. A copy of each syllabus should be provided to the instructional unit office by the end of the first week of class. The following items of information are suggested for inclusion in the course syllabus:

1. course title and number; name of instruction, term, and year.

2. statement of faculty members accessibility to students outside of class (e.g. office hours and telephone number).
 3. prerequisites (if any) for the course.
 4. objectives of the course.
 5. course assignments (e.g. required readings, papers, other activities) and approximate due dates.
 6. specific course requirements for grading purposes (e.g. written and oral tests and reports; research papers; performances or other similar requirements; participation requirements, if any).
 7. grading policy: how the final grade will be determined with respect to weights assigned to various course requirements.
 8. attendance policy: if there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what that weight will be.
 9. list of text(s) or other required course materials.
 10. make-up examination policy.
 11. a reference to the university's academic honesty policy and a statement as to what constitutes authorized assistance in course assignments that will be used for grading.
 12. statement: "The course syllabus provides a general plan for the course; deviations may be necessary."
- Rationale: The course syllabus is a sound pedagogical practice. It informs students of the expectations of the instructor and establishes basic procedures that will be followed in evaluating course performance. The failure to provide a syllabus can lead to misunderstandings and even lead to disputes (and appeals) about the course."