

OHLONE COMMUNITY COLLEGE DISTRICT

Faculty Senate Proposal Form

TO: Ohlone College Faculty Senate

FROM: James McManus, Laurie Issel-Tarver, and Narinder Bansal

DATE: May 2, 2018

SUBJECT: Proposal to Update Ohlone College Syllabus

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PROBLEM

The Ohlone College Faculty Handbook should include additional updated information in the sample outline for a course syllabus in Appendix A on page 50. Here is the link to the document on the Academic Affairs website.

RECOMMENDATION

The Faculty Senate recommends this additional information for the course syllabus:

Outline of Additional Contents

- Attendance Policy
- Academic Dishonesty Policy and Procedure (*insert link here*)
- Benefits of an Ohlone Degree
- Mental Health and Stress Management
- Starfish
- Student Code of Conduct including guidelines for classroom behavior for your class
- Guidelines for technology use in your class
- DSPS
- Tutoring for DSPS Students

*All faculty must follow the Course Outline of Record when teaching a course and must develop a syllabus for each course. The syllabus must be based on the COR, and contain an individual instructor's particular approaches and expectations for the course. It is essential that the course Student Learning Outcomes on the syllabus match exactly those that are listed on the COR. Faculty Handbook, p. 22.*

Here are several sample excerpts from faculty syllabi:

### Benefits of an Ohlone Degree

Earning an associate degree or certificate from Ohlone can increase your likelihood of getting hired for a new job, increase your earning potential as an employee, and decrease your chance of being unemployed. Ohlone has almost 200 associate degrees and certificates from which you can choose—ranging from Certificates of Accomplishment (7+ units) to an Associate in Arts or Associate in Science with 60+ units. See a counselor and go online to *(insert link here)* to consider available degrees and certificates.

### Mental Health and Stress Management

The staff and faculty of Ohlone College are here to see you succeed academically and care about your emotional and physical health. You can learn more about the broad range of confidential student services, including counseling and mental health services available on campus by visiting the Student Health Center in building 7. The Crisis Support Services of Alameda County offers a 24-Hour Crisis Line: 1-800-309-2131.

### Starfish

Starfish is an early intervention system designed to enhance academic success, student persistence and graduation. When an instructor has concerns about a student or observes student behaviors that may impede academic success, the instructor may raise an alert notification that: 1) notifies the student of the concern, 2) requests an individual contact to discuss the issue, and, 3) in many cases, also refers the student to an academic counselor. In addition, courses utilizing Canvas will communicate with Starfish and may automatically alert students when their course grade drops below 70% and/or when students fail to login after 7 consecutive days. *(insert link here)*

### Student Code of Conduct

The student has the right and shares the responsibility to exercise the freedom to learn. The student is expected to conduct himself/herself in accordance with standards of the College that are designed to perpetuate its educational purposes. These standards, along with applicable penalties for violations, are found in the Standards of Student Conduct at: *(insert link here)*

### DSPS Information

If you are deaf or have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Disabled Students Programs and Services (DSPS) office for assistance. The DSPS office is located in Building 7, Room 7217. Call (510)659-6271 (voice) or (510)344-5701 (video phone). For more information, go to *(insert link here)*

### Tutoring for Deaf Students

Deaf students enrolled in mainstream English and Math courses can receive specialized tutoring with Deaf Studies faculty in the Deaf Studies Lab, Room 6105.