

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number:	I 1.0
Procedure Title:	Course eSyllabi and Faculty Information
Relevant Board Policy	F.6.1 (Policy) Student Success
Relevant SACSCOC Policy:	
Originating Unit:	Deans of Academic Success
Maintenance Unit:	Vice President of Academic Success

I. Purpose: To comply with Texas House Bill No. 2504, specifically Section 51.974(3)(b)(1), which stipulates that all course and faculty information “must be accessible from the institution’s internet website homepage by use of not more than three links from the main webpage and without password protection.”

II. Procedure Statement:

- A. The course syllabus serves prospective students and the public in general as a source of information about the content and the expectations of the course as well as providing the academic credentials and professional background of the faculty member teaching the course. The syllabus also serves enrolled students as a binding agreement between the student and the instructor, defining assignments, requirements, and grading policies.

A course syllabus will be written for every section of every credit course taught at Palo Alto College and will be made available at the College website through Concourse, the Alamo Colleges eSyllabus system.

B. eSyllabus Construction:

1. Before individual faculty members can edit and post syllabi for their course sections, the department must create a template into which the information can be entered. The department will enter the following information from the eCatalog into the template:
  - a. Course Title & Number
  - b. Lab/Lecture/Credit hours
  - c. Course Description
  - d. Pre-requisites and Co-requisites
  - e. Student Learning Outcomes
2. Any other information that is standardized by the department for a specific course (e.g. MATH 1314) will also be entered by the department for all sections of that course. This could include:
  - a. Textbooks and instructional materials, and other required materials
  - b. Course Content
  - c. Methods of Assessment
  - d. General Description of the Subject Matter

- e. Course learning outcomes
3. After the template for each course section has been posted by the department, the faculty member teaching the course is responsible for the following:
    - a. Additional instructor requirements
    - b. Course requirements and expectations (to include expectations of students regarding course attendance and participation)
    - c. Course outline/schedule of topics for each class meeting
    - d. Course assignments
    - e. Faculty member contact info (phone, email, office, etc.)
    - f. Faculty office hours
    - g. Curriculum Vitae (CV)
    - h. Any components in (2) above not specified by the department
  4. For assistance in completing the eSyllabus, faculty members should consult their department administrative assistants and/or the “eSyllabus Training Guide” (accessible via ACES) for technical questions and the department chair for questions regarding syllabus content or academic policies.
  5. The syllabus must be available on the college’s website no later than the seventh day after the first day of classes for the semester or part of term in which the course is offered. While minimal information is automatically made available prior to the beginning of the term, faculty are strongly encouraged to add additional course details prior to the start of the semester or part of term in which the course is offered.
  6. The Concourse e-syllabus technology is integrated with Canvas, and all courses have the Canvas feature. Thus, the Concourse e-syllabus will automatically be linked to the “Course Syllabus” feature in the Canvas course navigation menu.
  7. Faculty can access Concourse through ACES under the Faculty tab. **Concourse Syllabus Management** is located on the top right of the page. The section includes the entry link for Concourse and the online document “Introduction to Concourse – eSyllabus Training Guide.”
  8. Additional support materials are included the Palo Alto College Faculty Resource Manual.

Date Created: January 25, 2011

Date Approved: November 3, 2020

Approved:

(signed: Beth Tanner)  
Vice President of Academic Success

(signed: Dr. Robert Garza)  
President