

Memo

To: Department Chairs
From: Ivelaw Lloyd Griffith
Provost and Senior Vice President of Academic Affairs
Date: September 27, 2011
Re: Syllabi Collection and syllabus format

Please be reminded that since Spring 2009 our faculty – both full- and part-time – are expected to use a new format for their course syllabi. This permits adoption of a Middle States site team recommendation for effective practices to help map, monitor and align our curriculum within and across all programs in order to maximize learning. For the convenience of faculty colleagues the template is available at <http://york.cuny.edu/academics/academic-affairs/faculty-resources>.

In addition to the availability of syllabi, the establishment and assessment of learning outcomes were identified by the Middle States site team as areas that warrant further attention and improvement.

As part of the overall efforts the collection of syllabi continues this semester. Therefore, please send the following to Assistant Provost Holger Henke by October 17, 2011: (a) a list of your Fall 2011 courses, and (b) a copy of the syllabus for each course. Moreover, where this is not already done, please ensure that copies of all syllabi are deposited in your department. To reduce the need for follow-up inquiries, it would also be very helpful to add a notation explaining why certain courses may not have a syllabus (e.g., different section of same course with identical syllabi; fieldwork course etc.). Syllabi may be submitted either as hard-copy or as electronic files.

Thank you for your continued efforts to assure full Middle States compliance and support for the College's mission to maximize "each student's intellectual, professional, and personal growth."

Cc: Vice President Geneva Walker-Johnson
Assistant Provost Holger Henke
Dean Lynne Clark
Dean Panayiotis Meleties
Dean Alfred Ntoko