

Syllabus Primer Reminder

Pescarmona, Denee <dpescarmona@gavilan.edu>

Wed 1/8/2020 6:49 PM

To: #DL_Faculty <Faculty@gavilan.edu>

Cc: #DL_deans <deans@gavilan.edu>

Dear Faculty,

Welcome to 2020! A longer welcome message will be coming in the next few days; however, before time escapes, I know that many of you are already diligently preparing for the start of the spring semester in just a few short weeks. As you are in development of your syllabus and other materials for your class, I want to take this time for two quick reminders.

First, as you are crafting your syllabus, please remember that this is the first introduction that a student has to the class, the content, and to you as their instructor for the term. While we often view the syllabus as a contract, it can be so much more than that. A warm, clear and equity-minded syllabus can set the tone for the whole semester. Last summer, Leah Halper collaborated with several faculty who attended Skyline College's Equity Institute to develop a syllabus primer on Canvas. If you would like to take an online class to help you create an equity-informed, comprehensive great syllabus, you can claim flex credit for time spent on the Great Syllabus Primer; the Primer includes practical ideas you can adopt immediately and have ready for your spring students: <https://ilearn.gavilan.edu/enroll/CTCG4Y>

Second, as part of our follow up report for Accreditation, all faculty are required to include the student learning outcomes for their classes on their syllabus. These SLOs need to match the course outlines of record, which you can find here:

http://www.gavilan.edu/committee/curriculum/course_outline_1.php Your deans will be reviewing collected syllabi in preparation for our follow-up report to the Commission.

I want to thank you all in advance for all that you do to make sure that our students at Gavilan have the best learning experiences of their lives. Happy new year!

Denee



Denee Pescarmona

VICE PRESIDENT | ACADEMIC AFFAIRS

INTERIM VICE PRESIDENT | STUDENT SERVICES

5055 SANTA TERESA BOULEVARD | GILROY, CA 95020

dpescarmona@gavilan.edu | 408-848-4760 Direct

www.gavilan.edu