Central Syllabi

Office of the Vice Provost for Undergraduate Education
Office of the University Registrar
Student Services IT
Central Syllabi – Origin

November 2014: SA Resolution 29
April 2015: Provost Katz approves action on topic
February 2016: SA Resolution 42:

“Be it therefore resolved, that the Student Assembly recommends that where practical and appropriate, professors upload a digital copy of the syllabus to the information section of the official Class Roster Website (classes.cornell.edu) before pre-enroll period begins.”

September 2016: Provost Kotlikoff approves project
September 2016: Academic deans discuss and approve project
Central Syllabi – Project Timeline

- Development & Outreach
- Faculty, Student, and Staff Testing & Feedback
- Training & Documentation
- Launch

Dec 2016
Research & Planning

Jan - Feb 2017
Development & Outreach

Mar - April 2017
Testing & Feedback

May 2017
Training & Documentation

June 2017
Launch
Central Syllabi – Features

Integrated into the Class Roster (classes.cornell.edu)
Central Syllabi – Features

Students can access published syllabi from new “Syllabi” page.

• New “search within syllabus content” feature allows students to find classes by keywords present within published syllabi.
Central Syllabi – Features

New “search within syllabus content” feature allows students to find classes by keywords present within published syllabi.
Central Syllabi – Key elements for faculty

- Each undergraduate college, in a manner determined by the college dean, will establish requirements regarding faculty providing syllabi.
- Prominently displayed on class roster will be (a) notices that syllabi are the intellectual property of faculty members and (b) disclaimers that syllabi are subject to change.
- The uploaded syllabus is meant to be instructive and as accurate as possible, but is not a binding contract with students; faculty are free to alter the syllabus as their instructional needs dictate.
Syllabi can take many forms.

The provost’s office is not imposing requirements on either form or content.

Colleges may have requirements...
Central Syllabi – Features for faculty

Instructors can easily upload a PDF of their syllabi.
Central Syllabi – Features for faculty

Attach Syllabus - ENGL 7950 SEM 115

Upload a new file or select a file from your library to continue.

Upload File  Select File - My Library

CLICK TO BROWSE, OR DRAG SYLLABUS PDF HERE
Central Syllabi – Features for faculty

Multiple files can be uploaded, and then attached to classes.

### Manage Syllabi

Manage syllabi on classes for which you are listed as an instructor. For more information, see Using Syllabi for Faculty.

<table>
<thead>
<tr>
<th>Subject &amp; Catalog Nbr</th>
<th>Section</th>
<th>Title</th>
<th>Instructors</th>
<th>Syllabus</th>
</tr>
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<tbody>
<tr>
<td>AMST 4030</td>
<td>SEM 101</td>
<td>Poetry in Process</td>
<td>rsg2</td>
<td>Attach</td>
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<tr>
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<td>SEM 115</td>
<td>Group Study</td>
<td>rsg2</td>
<td>Attach</td>
</tr>
</tbody>
</table>
Important dates for faculty

- Students will be most active on Class Roster during pre-enrollment and add/drop periods.
  - 7/10-18: Fall 17 incoming first-year pre-enrollment
  - 8/15: Fall 17 add/drop period begins
  - 10/25: Spring 18 pre-enrollment begins
- Faculty may choose to upload a previous year’s or draft syllabi for pre-enrollment and can easily upload additional drafts of syllabi when available.
Central Syllabi – Next Steps

Call for Testers

Contact Casey Washburn, Associate University Registrar,
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