



Office of the Vice President for Academic Affairs
Virginia C. Tudela, Ph.D.

MEMORANDUM

VPAA 2023-011

TO: All Faculty

FROM: Virginia C. Tudela, Ph.D.
VPAA

SUBJECT: Revised Syllabi Checklist

DATE: March 1, 2024

Attached is a revised syllabi checklist to be used for both traditional and DE courses as well as secondary courses. As indicated in Article VII.C.1, "A copy of the syllabus shall be provided to the Department Chair". Additionally, in keeping with Article VII.C.2.b, students are to be provided with a syllabus on the first day of class. As is existing practice, an electronic copy of your syllabi is given to your Department Chair, who then checks the syllabi against a syllabi checklist and then forwards the checklist, along with all syllabi, to the Dean's Office.

Secondary faculty are asked to utilize the template and complete the items that are applicable.

The process for the submission of syllabi to the DCs and the Dean's Office will remain the same. The syllabi checklist is designed to promote quality assurance. Included is a syllabi checklist guide and syllabi standardized statements.

Please use this checklist as you prepare your syllabi.

GUAM COMMUNITY COLLEGE

Syllabus

Course:

Day/Date/Time:

Instructor:

Office Hours:

- (or by appointment outside of office hours to meet the various needs of students)

Telephone:

E-mail:

Office Address:

Course Description

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

- 1.
- 2.
- 3.

Required Textbook

Course Requirements

Evaluation Criteria

Grading Scale:

Attendance

Students are responsible for adhering to all course procedures and policies, including class attendance, set down by an instructor for the successful completion of a course; absence from class for whatever reason carries with it the obligation of making up missed work. Students who fail to notify the instructor of their absence have no right to expect that they will be permitted to make up a scheduled examination, test, quiz, or oral presentation.

For consistency purposes, Course Description and SLOs should be extracted verbatim from the current Catalog. The following items are standardized statements as written below for all syllabi:

COLLEGE POLICIES

Students are advised to consult the student handbook for detailed GCC policies. Below are a few highlighted ones.

ACADEMIC INTEGRITY

Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college, and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe as expulsion from the College.

Academic dishonesty can take different forms, including, but not limited to cheating, plagiarism, and technology misuse and abuse. In any situation in which students are unsure of what constitutes academic dishonesty, it is the student's responsibility to raise the question with the instructor. It is also the student's responsibility to be familiar with the student guidelines on academic integrity. Additional information and definitions may be found in the Student Handbook.

ACCOMMODATIVE SERVICES

The Office of Accommodative Services provides assistance to individuals with disabilities seeking educational opportunities with Guam Community College. GCC in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), encourages students with a documented disability, and who wish to receive instructional accommodations. Our office is committed to ensuring that students with disabilities are afforded an equal opportunity to access the educational programs and services that GCC has to offer, and to providing reasonable accommodations, adequate to their needs of an individual's disability within a classroom setting, while maintaining the level of academic standards required in all courses and programs at Guam Community College. The office is located in the Student Services and Administration Building, Room 2139.

COMPUTER USE DISCLAIMER

The Guam Community College provides students with access to various technology tools to help them successfully achieve their educational goals. Although the college takes steps to ensure these tools are accessible and operational, it is the students' responsibility to safeguard and back-up working at all times.

EMERGENCY & EVACUATION PROCEDURES

In case of any emergency, please contact Student Support Services Office at 735-5555/6/8 or call 688-1758 or 788-2223. For life threatening emergency, please call 911, and then call Student Support Services Office. During the phone call, please identify yourself, identify location (room and building number), and describe the emergency. Student Support Services Office personnel will be at the emergency site immediately. The emergency contact numbers are located at the entrance/exit of each classroom.

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor's directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes. A fire alarm or bell will be utilized to initiate an evacuation.

If there is no electricity, a gong will sound three (3) times. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to their assigned buildings. For more information you may find the GCC Evacuation Procedure on the GCC Website at www.guamcc.edu.

For any power or water outages on campus, students will be informed via the media (radio stations and the Pacific Daily News (PDN) Mobile Alert. Make-up classes will be arranged by the instructor when classes resume.

In an effort to keep all GCC constituents current on campus happenings, students are encouraged to sign up for the PDN Mobile Alert System. Instructions to register are posted on MyGCC Campus Announcements or you may log on to www.guampdn.com/SMS, fill out necessary information, scroll to the Guam Community College section and select emergency alerts and updates.

FERPA STATEMENT

Under the Family Educational Rights and Privacy Act (FERPA), your educational records are confidential and protected. Under most circumstances, your records will not be released without your written consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file.

You can learn more about student rights to privacy at the GCC online college catalog in Appendix I (<http://guamcc.edu/Catalogs>), by visiting the U.S. Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), or assessing the FERPA Group on MyGCC which is open to all users. If you still have concerns, please email the Registrar's Office at gcc.registrar@guamcc.edu.

STUDENT AUTHENTICATION

The College takes several steps to authenticate the identity of students taking online courses. Student authentication in online courses is done through the use of an institution-assigned Unique Identification Number (UID). The College has an established system for generating unique IDs for students and regularly monitors and maintains access credentials and addresses security breaches through the College's Management Information Systems Office and the Ellucian Cloud Team.

All students, while attending or working at GCC, are required to use their assigned GCC email account for any and all electronic communications related to official GCC business.

The use of a GCC email account is a privilege. Students are assigned a Guam Community College email address while attending GCC as per the eligibility guidelines. GCC reserves the right to revoke email and related privileges at the point of separation from GCC or at any time for failing to comply with this policy. (Administrative Directive 2006-01, dated July 18, 2013)

TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Per BOT Policy 185, GCC is committed to ZERO TOLERANCE toward sexual harassment, sexual assault, and fraternization in any part of the College's programs, services, and activities. Zero tolerance means any sexual harassment, sexual

assault, or fraternization will result in immediate and appropriate action to stop such action and prevent its recurrence. For detailed information on Title IX, please see the *Guam Community College Sexual Misconduct Complaint Procedures* via the Title IX webpage: <https://guamcc.edu/title-ix>, or the Title IX Coordinator at (671) 735-8887 Ext. 5630 / 735-5555 Ext. 5566.

WESTCARE PACIFIC ISLANDS’ UPLIFT COUNSELING SERVICES

WestCare Pacific Islands’ Uplift Counseling Services provides wellness support to GCC Students, Faculty, and Staff by offering a holistic approach to helping individuals navigate their journey in the healing and recovery process. Uplift Counseling Services offers short-term, individual behavioral health counseling by delivering compassionate, meaningful, and culturally sensitive care that empowers individuals to overcome significant life challenges. Our services can be offered by appointment either on-campus or at our office locations in Hagatna and Tamuning. If you are interested in investing in your mental health and/or have questions on how to get started, please contact Uplift Counseling services via email at uplift@westcare.com.

RESOURCES and LINKS

Below are links to student services available to assist you in your success:

Accommodative Services

<https://guamcc.edu/student-life/accommodative-services>

Assessment & Counseling

<https://guamcc.edu/assessmentandcounseling>

Center for Student Involvement

<https://guamcc.edu/csi>

Health Services Center

<https://guamcc.edu/HealthCenter>

Reach for College

<https://guamcc.edu/reachforcollege>

Student Support Services

<https://guamcc.edu/student-support-services>

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessary, the instructor will immediately notify the students of such changes both by email and announcement. If you need additional assistance, please inform your instructor as soon as possible.

Sample Course Schedule/Outline

Day	Date	Topic	Assignment

Guam Community College
Syllabi Checklist Guide

1. INSTRUCTOR CONTACT INFORMATION

- Name
- GCC Email
- Contact Number
- Office Location and Hours
- If applicable, virtual office hours or hours that you are available online

2. COURSE DESCRIPTION

- Extracted Verbatim from Catalog
- Student Learning Outcomes

3. REQUIRED TEXTS AND SUPPLIES

- List required course textbooks
- If a required text is available online, indicate where it can be accessed

4. COURSE REQUIREMENTS

- Course Number & Section
- Instructional Method: Traditional, Online, Hybrid (synchronous or asynchronous)
- Part of Term
- Meeting Location
- Program Office Hours Information
- If applicable, Learning Management System Online Class and/or Meeting Link

5. EVALUATION CRITERIA/GRADING POLICY

- Grading Scale

6. ATTENDANCE

- See template for attendance expectation statement.
- Insert your expectations regarding class participation.
- If applicable, students are required to log in regularly to the online class site, participate in all class activities.

7. METHOD OF COMMUNICATION

- How will you be communicating with students and how you would like them to communicate with you (phone, email, office hours, etc.)
- Set expectations regarding response time, student participation.
- Specific timeframes describing when to expect feedback for assignments and turnaround for communication.

8. TECHNICAL REQUIREMENTS & REQUIRED SOFTWARE

- If applicable, minimum recommended computer and internet configurations to successfully complete the course
- List other tools, resources, software and materials needed by the student for success in the course

9. MINIMUM DIGITAL LITERACY TECHNICAL SKILLS TO SUCCESSFULLY COMPLETE THE COURSE

- -i.e. If applicable, students should be able to download and open electronic documents; create, save and upload documents

10. NETIQUETTE

- Participate in class (online or in person), it is important to interact with your peers in an appropriate manner.
- Always use professional language in postings and emails.
- Be respectful of your classmates.

11. INSTITUTIONAL POLICIES

- Academic Integrity
- Accommodative Services
- Computer Use Disclaimer
- Emergency and Evacuation Procedures
- FERPA Statement
- Student Authentication
- Title IX

12. RESOURCES AND LINKS

- Accommodative Services
- Center for Student Involvement
- Health Services Center
- Reach for College
- Student Support Services
- Counseling & Advising

13. TECHNICAL SUPPORT

- Course instructors serve as the first line of support for students needing assistance. College MIS staff serve as the next line of support.

14. SYLLABUS REVISION

- The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessary, the instructor will immediately notify the students of such changes both by email and announcement.

15. COURSE SCHEDULE/OUTLINE

- i.e. meeting dates, weekly topics, activity.
- See template for sample course schedule/outline.

DEPARTMENT: _____

SEMESTER:[illegible]