

DRAFT
Office of Academic Affairs

Assuring an Optimal Instructional Learning Environment

Extending the Academic Senate Report on *Principles of Good Practice in Teaching*

Instructors of any rank or title must use the Youngstown State University officially adopted learning management system (LMS) to support student learning and success

- Use of the Academic Senate common syllabus is required that includes all due dates, total points for each assignment, grading scale, grading criteria, assignment specifications, and grade weight distribution, etc., as well as any other statements so deemed appropriate by the Academic Senate.
- The course syllabus must be placed on the LMS no later than 72 hours before the start of a semester or term.
- Students' course performance must be regularly assessed to monitor progress in the course
 - There should be one or more significant grade(s) assigned at least three-weeks before the withdrawal date
 - Course grades must be posted to the LMS
 - Grades for assignments or exams must be entered into the LMS in a timely fashion but normally within one week of the due date for the assignment or exam
 - The final exam/paper should not constitute a large portion of the final grade (normally not more than 20% of a total grade)
 - Attendance should not represent a sizeable portion of the final grade, normally not more than 5% of the total grade.
 - Books for each course must be selected in accordance with federal regulations and via the mechanisms available through the selected organization (Barnes & Noble) to provide instructional materials to students (YSU Policy 3356-10-23, Item C (1) c)
 - Every measure possible should be taken to reduce costs associated with course materials
 - "A faculty member's failure to provide textbook information pursuant to this policy shall result in a default to the same textbook (including the same edition) and course materials previously utilized by the faculty member in that course, if available; or if not available, equivalent textbook and/or course material to be used for the upcoming academic term shall be selected in consultation with the faculty member."
- There must be a response to email or voicemail from students in a timely fashion, normally within 48 hours
 - All correspondence via email must be via YSU email (FERPA, liability issues, IT Security)