



SENATE

Richardson Hall, Room 153  
Queen's University  
Kingston, Ontario, Canada K7L 3N6  
Tel 613 533-6095  
Fax 613 533-2793  
[www.queensu.ca/secretariat/](http://www.queensu.ca/secretariat/)

28 April 2009

Dear <Dean/Director>,

I am writing to you in my position of Chair of the Senate Committee on Academic Procedures (SCAP) to update you on a motion regarding the development of an Alma Mater Society Syllabus Bank first passed by SCAP on November 4, 2008.

After receiving feedback collect by Faculties and Schools at their respective Faculty Board and Council meetings, SCAP passed the following motion at its April 20, 2009 meeting:

*Be it resolved that, before the end of the second week of the term in which a class starts, instructors of direct-entry undergraduate courses will provide a written outline of the basic features of the course to students and will provide an electronic copy of the outline to the AMS for future publication, with the exception of Commerce, which already has a publication process in place. The AMS will publish the outlines with a disclaimer stating that course descriptions are subject to change from year to year.*

As amended, the Syllabus Bank policy now applies to instructors teaching direct-entry undergraduate courses in the following Faculties and Schools: Applied Science, Arts and Science, and Nursing. The AMS acknowledges that the Commerce Program already uses an internal tool similar to the proposed Syllabus Bank and may continue to do so in the future.

I would like to request that, as of the Fall Term of 2009, instructors begin to comply with the Syllabus Bank policy as approved by SCAP.

Please feel free to direct any questions you might have to the Academic Affairs Commissioner of the Alma Mater Society, Susannah Gouinlock, at [aac@ams.queensu.ca](mailto:aac@ams.queensu.ca).

Yours sincerely,

Charles Beach

Copy:  
<Associate Dean, if applicable>  
Peggy Watkin, University Secretariat  
Susannah Gouinlock, Academic Affairs Commissioner, AMS