# HORRY-GEORGETOWN TECHNICAL COLLEGE
# PROCEDURE

Number:             8.1.11.1
Related Policy:     8.1.11
Title:              Instructional Packages and Learning Outcomes
Responsibility:     Executive Vice President for Academic & Workforce Development

Original Approval Date:   03-11-1997
Last Cabinet Review:      10-05-2022
Last Revision:            10-05-2022

_____

President

Academic Chairs are responsible for providing all faculty, full-time and part-time, with copies of appropriate instructional packages to be distributed to students. If an instructional package has not been developed, the faculty will be provided with a course outline. A course outline will not be used in lieu of an instructional package for more than one (1) semester. Each instructional package will follow the established template to include a minimum:

1. course prefix and number, title, state Catalog of Approved Course (CAC) description, semester credit and contact hours, rationale, and pre-requisites;

2. an outline of the material to be covered;

3. required materials;

4. student course learning outcomes;

5. required course measures/artifacts;

6. evaluation and grading policy;

7. technical requirements; and

8. required student resource services and statements.

The Academic Chair is responsible for reviewing all instructional packages under their department at a minimum every two years to ensure timely updating and renewal. The Academic Chair is responsible for ensuring the Student Learning Outcomes for the course are applicable to the Program Learning Outcomes (PLOs). Academic Chairs will submit electronically an original instructional package of all departmental courses to an academic

administrative assistant. The academic administrative assistants will maintain an up-to-date file of all instructional packages used in curriculum programs at the College.

At the beginning of each term, faculty have the following responsibilities:

1. To complete the faculty's information sheet (Addendum) adhering to the guidelines within the approved template. The instructor information sheet should include office hours, specific attendance and tardy policies, Horry-Georgetown Technical College email addresses, communication policy, makeup test policy, grading evaluation by assessment and course schedule. For online and hybrid courses, specific instructions on testing and on-site requirements must be provided.

2. To provide each student with an electronic copy of the instructional package and an instruction's information sheet via D2L (Desire to Learn), the College's learning management system.

3. To provide the Academic Chair with a copy of the faculty's information sheet.