

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.1.11.1
Related Policy: 8.1.11
Title: Instructional Packages and Learning Outcomes
Responsibility: Vice President for Academic Affairs

Original Approval Date: 03-11-1997
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Last Revision: 04-29-2026

President

Department Chairs are responsible for providing all faculty, full-time and part-time, with copies of appropriate Course 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. Rationale stating the importance of taking the specific course;
2. course prefix and number, title, state Catalog of Approved Course (CAC) description, semester credit and contact hours, and prerequisites;
3. an outline of the material to be covered;
4. required materials;
5. student course learning outcomes;
6. required course measures/artifacts;
7. evaluation and grading policy;
8. attendance policy, and verification of identity and attendance;
9. technical requirements; and
10. required student resource services and statements.

The Department Chair is responsible for reviewing all Instructional Packages under their department at a minimum every two years to ensure timely updating and renewal. The Department Chair is responsible for ensuring the Student Learning Outcomes for the course are applicable to the Program Learning Outcomes (PLOs). Department Chairs will submit electronically an original Instructional Package for all departmental courses to a department administrative assistant. The department administrative assistants will maintain an up-to-date file of all course Instructional Packages used in curriculum programs at the College.

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

1. To complete the Instructor's Course Information Sheet adhering to the format and guidelines within the approved template. The Instructor's Course Information Sheet should include office hours, specific attendance and tardy policies, College email addresses, communication policy, makeup test policy, grading evaluation by assessment, academic integrity policy, artificial intelligence policy 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 the Instructor's Course Information Sheet via D2L (Desire to Learn), the College's learning management system.
3. To provide the Department Chair with a copy of the Instructor's Course Information Sheet.