



HLC Accreditation Evidence

- Syllabus Review Action Project

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Vice President of Instruction

Syllabus Review Action Project

Background

The Learning, Instruction & Curriculum Committee in conjunction with a faculty and staff committee launched a new syllabus management system (Concourse) early in 2020 with a volunteer group of faculty members. All faculty were asked to transition to the system by January 1, 2021.

Compliance has been monitored through faculty evaluations; however, due to the evaluation rotation schedule, it would better serve the institution to conduct a syllabus review focused on the use of the syllabus management system and alignment to federal compliance standards.

Syllabus Review – Part I

The initial review will launch August 22, 2022 and will conclude August 31, 2022. During this timeframe a team of instructional administrators, managers, supervisors and support staff will review course syllabi associated with courses offered during the fall 2022 term. Reviewers will check for the following information:

- Use of Concourse – if the review yields lack of use, faculty members will be notified immediately and given a one-week timeframe to complete their transition to the syllabus management system.
- Course Outcomes/Course Competencies - The course description, outcomes and competencies for each class were prepopulated into the system. No check required.
- Class Meeting Times – Review will check for days of the week, meeting times, specifics associated with hybrid scheduling and reference to an online section in the “Meeting Times” of the syllabus.
- Faculty’s office hours/availability for student inquiry – Review will check for Information included in the “Contact Information” section of the syllabus.
- What is the faculty contact information? How do students contact the instructor? Review will check for information included in the “Contact Information” section of the syllabus.
- What is the grading information? Is it clear what students must do to pass the course? – Review will check for this information included in the “Grading Methods” of the syllabus.
- Is textbook and supplemental materials listed for the class? Is the textbook ISBN number and publisher listed? If not, is there a link to where this information is provided (e.g. book store, virtual vendor, OER)? – Review will check for this information included in the “Materials” section of the syllabus.
- Check syllabi for the same course in different modalities or offered by weeks to see if the same amount of material and same topics is covered. Are the student outcomes the same for different modalities or for compressed classes? – Reviews will check for this information in the “Course Outline” section of the

syllabus. Faculty who direct students to the outline in the course Canvas shell have met this standard.

Upon completion of the review, faculty with non-compliant syllabus sections will be contacted and given until September 9, 2022 to address the deficiency.

Note:

The federal compliance standard “Does the course meeting times and out of class assignments equate to the amount of credits assigned to the course?” will not be included in the syllabus review. Compliance is met according to the following actions:

- Meeting times are managed through the course scheduling process and are monitored for compliance by an audit report that ensures required contact hours are met.
- Barton Procedure #2540 demonstrates compliance with the Federal Definition of clock hour allocation.

Syllabus Review – Part II

A random sample of syllabi from the fall 2021, spring 2022 and summer 2022 terms will be reviewed for standards to identify patterns of non-compliance. This review will take place in September, 2022 with findings reported to the Learning, Instruction & Curriculum Committee (LICC) at their October 12, 2022 meeting. Findings from the fall 2022 review will also be reported to the LICC membership

LICC will consider the findings and will recommend to the Vice-President of Instruction any corrective action as to the minimum requirements represented in a course syllabus. Action approved by the Vice-President will go into effect with the Spring 2023 term.

8/16/22 E.S.