Syllabus Submission and Approval Process for Learning and Instruction Curriculum Committee and Sub-Team Members

1. Assistant to the Dean of Learning and Instruction posts syllabus submission due dates and sub-committee assignments on Learning and Instruction website.
2. Assistant to the Dean of Learning and Instruction informs each course developer of relevant dates (due dates and LICC meeting times) as well as the sub-team membership reviewing his/her syllabus.
3. Assistant to the Dean of Learning and Instruction emails new and revised syllabi to designated review sub-team at least two weeks prior to the general Committee meeting.
4. When emailing syllabi to the review sub-team, the Assistant to the Dean of Learning and Instruction also cc's course developers.
5. Syllabus-review sub-team has one week to review the syllabi and to interact with the syllabi authors/course developers.
6. Assistant to the Dean of Learning and Instruction checks with sub-team and course developers to ensure that all are following the time-line.
7. Course developer revises syllabus according to review sub-team's recommendations, emailing the revised draft to the Assistant to the Dean of Learning and Instruction.
8. Approximately one week prior to the general LICC meeting, the Assistant to the Dean of Learning and Instruction emails the revised syllabi to the general LICC membership.
9. At the general LICC meeting, syllabus sub-team members assist course developers in defending their syllabi.
10. LICC may approve, approve with revisions, or deny approval to any syllabus submitted for approval.
11. Upon approval of a syllabus, the Assistant to the Dean of Learning and Instruction adds the course to the Master Course List and post the syllabus on the T-drive.