



SLOs on Syllabi PT Faculty Orientation

Summer 2022



LONG BEACH
CITY COLLEGE

Establishing a Syllabi Review Process

- The Accrediting Commission for Community and Junior College's (ACCJC) Peer Review Team that visited LBCC this Spring 2022 identified that less than 50% of the Student Learning Outcomes (SLOs) listed on a sample of faculty syllabi included accurate.
- The ACCJC determined that the College needs to come into compliance with Standard IIA.3 (i.e., "... In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline").
- The ACCJC is requiring the College to submit a Follow-Up report by May 2023 that documents the processes the College has put in place to remedy this recommendation and come into compliance with the standard.

Roles and Responsibilities

Faculty	*AAs/AAAs	<u>Department Heads/Deans</u>	<u>SLO Facilitators (SLOFs)</u>	SLO Assistant (LTE)
<ul style="list-style-type: none"> • Ensure SLOs on syllabi match SLOs on official Course Outline of Record (in alignment with Accreditation Standard II.A.3). • Name syllabi according to the proper naming convention: Course_Section#_Semester_Instructor_LastName (i.e., READ82_71108_FA22_Wilging). • Submit syllabi via SLO Checker Assignment via Canvas within the Syllabus Submission school-level shell. <ul style="list-style-type: none"> ○ Submit syllabi by census date and/or no later than the second week of classes. • Repeat this process to submit syllabi for each course/section taught each semester. 	<ul style="list-style-type: none"> • Send reminders for syllabi submission deadlines to all faculty and to those faculty who have missed deadlines for 16-week, 12-week, 8-week, and all other sessions. • Monitor syllabi submissions in Canvas and keep track of complete/incomplete assignments. • Notify Deans/DHs when syllabi have not been submitted 1 week after deadline/reminder emails. <ul style="list-style-type: none"> ○ September 12th, 2022 • Notify Deans/DHs when syllabi with corrected CSLOs have not been submitted 2 weeks after deadline/reminder emails and SLOF review. <ul style="list-style-type: none"> ○ September 26th, 2022 ○ If 1:1 assistance is needed, direct faculty to SLOFs. • Download and archive all syllabi submissions (ideally at the end of the semester). 	<ul style="list-style-type: none"> • Support AAs/AAAs by emailing faculty to request syllabi submission(s) when it is past the deadline by 1 week and syllabi have not yet been submitted to Canvas. <ul style="list-style-type: none"> ○ September 13th, 2022 • Support AAs/AAAs by emailing faculty to request CSLO updates on syllabi after SLOF review and when it is past the deadline by 2 weeks and updated syllabi have not yet been submitted to Canvas. <ul style="list-style-type: none"> ○ September 27th, 2022 	<ul style="list-style-type: none"> • Conduct a review of 50 syllabi submitted for 16-week (or 1st 8-week) courses. <ul style="list-style-type: none"> ○ September 10th-14th, 2022 • If CSLOs are incorrect on syllabi, notify faculty via Canvas and provide instructions on how to resubmit. <ul style="list-style-type: none"> ○ September 10th-14th, 2022 ○ Email Reminder: September 19th, 2022 • Review syllabi resubmissions until SLOs are accurate according to the Course Outline of Record. • When necessary, meet with faculty 1:1 to answer questions and guide faculty through processes to add correct SLOs to syllabi, upload syllabi to Canvas, use the proper naming convention, save files in PDF format, etc. 	<ul style="list-style-type: none"> • Upon faculty request, review syllabi to confirm that SLOs are accurate prior to submission via Canvas. • Check syllabi above and beyond the 50 per SLO Facilitator per department for correct SLOs for every length class session. <ul style="list-style-type: none"> ○ September 10th-14th, 2022 (as well as all late start class sessions) • Troubleshoot Canvas with AAs/AAAs, SLOFs, DHs/Deans, and faculty. • Support the updating of SLOs on syllabi resource documents, workshop materials, etc. • Replicate SLO Checker assignments from semester to semester.

Faculty Responsibility

➤ SLO Checker

Ensure SLOs on syllabi match SLOs on official Course Outline of Record (in alignment with Accreditation Standard II.A.3).

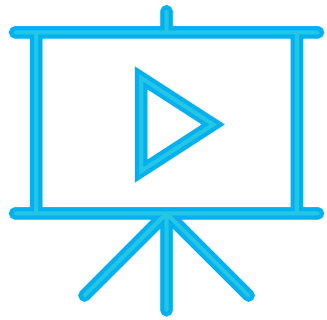
Name syllabi according to the proper naming convention: `Course_Section#_Semester_Instructor Lastname`.

- Example: `READ82_71345_FA22_Wilging`

Submit syllabi via SLO Checker Assignment within the Canvas school-level shell.

Repeat this process to submit syllabi for each course/section taught.

Additional Support Planned for Fall 2022 Pilot



Video Tutorial Broadly Shared



Drop-in Office Hours during First
Two Weeks of Fall 2022