

## Syllabi Collection and SLO Syllabi Review Process Roles & Responsibilities

The SLOs on Syllabi Review process will be led by the SLO Coordinator with support from the Curriculum Chair, Online Education Faculty Coordinator, Director of Planning, Dean of Academic Affairs, and Associate Dean of OLET. The following groups will be primarily responsible for ensuring the day-to-day success of the submission of syllabi, collection of syllabi, and review of CSLOs on syllabi.

Faculty	* <a href="#">AAs/AAAs</a>	<a href="#">Department Heads/Deans</a>	<a href="#">SLO Facilitators (SLOFs)</a>	SLO LTE (TBD)
<ul style="list-style-type: none"> <li>• Ensure SLOs on syllabi match SLOs on official <a href="#">Course Outline of Record</a> (in alignment with <a href="#">Accreditation Standard II.A.3</a>).</li> <li>• Name syllabi according to the proper naming convention: Course_Section#_Semester_InstructorLastName (i.e., READ82_71108_FA22_Wilging).</li> <li>• Submit syllabi via SLO Checker Assignment via Canvas within the Syllabus Submission school-level shell.               <ul style="list-style-type: none"> <li>○ <b>Submit syllabi by census date and/or no later than the second week of classes.</b></li> </ul> </li> <li>• Repeat this process to submit syllabi for each course/section taught each semester.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Monitor syllabi submissions in Canvas and keep track of complete/incomplete assignments.</li> <li>• Notify Deans/DHs when syllabi have not been submitted 1 week after deadline/reminder emails.               <ul style="list-style-type: none"> <li>○ <b>September 12<sup>th</sup>, 2022</b></li> <li>○ If 1:1 assistance is needed, direct faculty to SLOFs.</li> </ul> </li> <li>• Download and archive all syllabi submissions (ideally at the end of the semester).</li> </ul>	<ul style="list-style-type: none"> <li>• 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"> <li>○ <b>September 13<sup>th</sup>, 2022</b></li> </ul> </li> <li>• 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"> <li>○ <b>September 27<sup>th</sup>, 2022</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a review of 50 syllabi submitted for 16-week (or 1<sup>st</sup> 8-week) courses.               <ul style="list-style-type: none"> <li>○ <b>September 10<sup>th</sup> -14<sup>th</sup>, 2022</b></li> </ul> </li> <li>• If CSLOs are incorrect on syllabi, notify faculty via Canvas and provide instructions on how to resubmit.               <ul style="list-style-type: none"> <li>○ <b>September 10<sup>th</sup> -14<sup>th</sup>, 2022</b></li> <li>○ <b>Email Reminder: September 19<sup>th</sup>, 2022</b></li> <li>○ <b>Notify LTE: September 23<sup>rd</sup>, 2022</b></li> </ul> </li> <li>• Review syllabi resubmissions until SLOs are accurate according to the Course Outline of Record.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Upon faculty request, review syllabi to confirm that SLOs are accurate prior to submission via Canvas.</li> <li>• 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"> <li>○ <b>September 10<sup>th</sup> -14<sup>th</sup>, 2022 (as well as all late start class sessions)</b></li> </ul> </li> <li>• Notify Deans/DHs (after compiling a list from SLOF and LTE reviews) when syllabi with corrected CSLOs have not been submitted 2 weeks after review and deadline/reminder emails.               <ul style="list-style-type: none"> <li>○ <b>September 26<sup>th</sup>, 2022.</b></li> </ul> </li> <li>• Troubleshoot Canvas with AAs/AAAs, SLOFs, DHs/Deans, and faculty.</li> <li>• Support the updating of SLOs on syllabi resource documents, workshop materials, etc.</li> <li>• Replicate SLO Checker assignments from semester to semester.</li> </ul>

\*AAs/AAAs will continue to send reminders and monitor syllabi collection and storage. The mechanisms outlined here provide the way to do so uniformly via Canvas across schools and departments.