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Directions for Syllabus Completion and Approval Using Simple Syllabus

Directions:

In order to publish a syllabus in Simple Syllabus the following steps should be followed. These steps include how compressed course¹ review is accomplished. It also specifies particulars of syllabus creation pertaining to SLOs and course objectives.

Step 1a: Chairs copy program-specific SLOs and course objectives into all relevant semester course syllabi.

Step 1b: Simultaneously, faculty complete required and optional syllabus elements open for editing. This includes, but is not limited to, *instructor information, course details, required course materials, etc.*

Step 2: Once faculty have completed editing a syllabus to their satisfaction, they are to SUBMIT the syllabus for approval inside Simple Syllabus.

Step 3: If the course is a 16-week course, the chair gives final approval. If the course syllabus is approved by the chair, then the syllabus is published. If the course is compressed, the chair reviews and approves the syllabus, which submits the syllabus to the Academic Assessment Committee (AAC) for approval. If AAC rejects the syllabus, it is sent back to chair and faculty member for edits. Once AAC approves the syllabus, it is published.

Step 4: Once a syllabus is published, it is viewable in the syllabus library, shareable through link, and will upload to the Blackboard shell when opened.

Note 1 – Edits by either chair or AAC will be recorded in the comment section at the bottom of the Simple Syllabus template.

Note 2 – Chairs and AAC are to check compressed courses for:

- Contact Hours – Equivalence
- Course Objectives - Equivalence
- Schedule of Major Topics – Comparability
- Activities/Assignments - Comparability

Note 3 – Deadlines for course syllabus submissions:

- See the deadlines posted on the [Syllabus Information page](#).

Note 4 – All syllabi created in Simple Syllabus are editable after publishing.

¹ A compressed course is an 8-week course that has a 16-week counterpart. Courses only ever offered in 8-weeks are not considered compressed.