Procedure for General Format Syllabi

General Format Syllabi Policy Statement

The general format syllabi review pertains to courses 16-weeks in length, or courses designed to be offered **only** in a less than 16-week format. All other syllabi are considered compressed. All syllabi are completed by faculty and submitted to the appropriate administrative assistant and chair on or before the appropriate semester deadline. Chairs are charged with providing a final review and approval. After review and approval, all syllabi and the completed Syllabus Audit Checklist must be uploaded to the SharePoint site no later than the appropriate semester deadline. Syllabi must follow the following naming convention: prefix_coursenumber_instructor_semester_year_term. Syllabi must be submitted and available for cataloging in digital format. Any course without an approved syllabus may be canceled.

General Syllabi Review Procedure

Step 1) – Section Status Report is generated by Registrar's office with master list of semester courses. Course list is received by appropriate semester deadline, placed within Syllabus Audit Checklist by administrative assistant and distributed to faculty and chair.
Administrative Assistant's Role: Generate section status report for the semester from Campus Connection. Enter all courses with the instructor's name included in the syllabus audit checklist row across the top.

Step 2) – Faculty create and submit semester syllabi to administrative assistant or chair, by appropriate deadline.
Administrative Assistant's Role: Collect digital copies of all syllabi listed on the section status report.

Step 3) – Administrative assistants use **Syllabus Audit Checklist** and **Syllabus Minimum Requirements Example** to check for minimum requirements. In some instances, chairs may be the ones who perform this step. The checklist and requirements documents are available on the VPAA Syllabus Information site.
Administrative Assistant's Role: As indicated in Step 3, review all syllabi for the minimum requirements and use the syllabus audit checklist to review the syllabi.

Step 4) – Administrative assistants note the condition of each requirement for each course on the Syllabus Audit Checklist. Assistants then share all syllabi with chairs, along with the completed Syllabus Audit Checklist (unless the chair did this initial review) to inform chairs of which courses meet requirements or need chair review.

Administrative Assistant's Role: As you review the syllabi, use the drop down menu for each item to indicate whether it "meets requirements" or "needs chair review." No more, no less. Once complete, share the syllabi and your completed syllabus audit checklist with your chair.

Step 5) – Chairs review and approve all general syllabi. Syllabi that need revisions are returned to faculty members for corrections. Faculty return final draft to chairs by the appropriate semester deadline.*
Administrative Assistant's Role: None.

Step 6) - After approval, all syllabi and the completed Syllabus Audit Checklist are uploaded to the SharePoint site by the appropriate semester deadline. No syllabi should be uploaded after the semester or term starts.* For example: All 16-week and 8-week 1 fall semester syllabi must be reviewed, edited, approved, and uploaded to the SharePoint site no later than the Monday prior to the first day of fall semester. Courses without an approved syllabus may be canceled.
Administrative Assistant's Role: Once the chair has all the approved syllabi and the syllabus audit checklist indicates every section of every course "meets requirements" for all required syllabus items, you (or the chair) upload the approved syllabi and the completed syllabus audit checklist to your department/division folder for that semester in the SharePoint site for general syllabi.

Keep in mind: Syllabi must use the following naming convention:
prefix_coursenumber_instructor_semester_year_term.
For example: ED_260_Jensen_Spring_2019_8Week1

Links to all forms and SharePoint sites are located on the VPAA Syllabus Information site:
https://www.minotstateu.edu/academic/syllabus-information.shtml

*Any course added to the schedule after the deadline must have its syllabus submitted to the administrative assistant or chair for general review as soon as the course is created. Any course temporarily without an instructor after the deadline, must have its syllabus submitted to the administrative assistant or chair for the general review prior to the start of the semester or term.