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## **MINOT STATE UNIVERSITY**

### **Syllabus Integrity Review**

Approved by Faculty Senate 04/04/2019, revised 02/03/2020

#### **Purpose**

Syllabus Integrity Review's purpose is to ensure quality, clarity, consistency, and organization of course syllabi for pertinent internal and external stakeholders. Policy addresses: **Formatting, Equivalence, and Modality/Location**

#### **Policy and 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 in Simple Syllabus and submitted to the appropriate chair on or before the appropriate semester deadline. Chairs are charged with providing a final review and approval. After review and approval, syllabi are automatically published to Simple Syllabus Library and to appropriate Blackboard course shells. Any course without an approved syllabus by the appropriate deadline may be canceled. Exceptions include Continuing Enrollment (589 courses) and 2000-level courses, which are not part of the syllabus review process.

##### **General Syllabi Review Procedure**

Step 1) – Syllabi are populated in Simple Syllabus and opened for faculty editing and submission.

Step 2) – Chairs enter/edit agreed upon student learning outcomes (SLOs) and course objectives into the Simple Syllabus template as needed. Faculty are responsible to enter all other fields not populated by automatically generated information.

Step 3) – Faculty submit semester syllabi to chair by appropriate deadline.

Step 3) – Chair reviews and approves all general syllabi by the appropriate deadline. Syllabi that need revisions are returned to faculty members for corrections. Faculty submit final draft to chairs by the appropriate semester deadline.\*

Step 4) – After approval, all syllabi are published and cataloged in Simple Syllabus. Syllabi can be edited at any time, but **should not be substantively revised** after the semester or term begins.\* Courses without approved syllabi may be canceled.

Links to all training and deadlines are listed on the [VPAA Syllabus Information site](#).

*\* Any course added to the schedule after the deadline must have its syllabus submitted to the chair for general review immediately. Any course temporarily without an instructor after the deadline, must have its syllabus submitted to the chair for the general review prior to the start of the semester or term.*



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## Policy and Procedure for Compressed Format Syllabi

### Compressed Syllabi Policy Statement

Compressed format syllabi must follow an additional review process designed to evaluate and approve courses with differing timeline formats. A *compressed format course* is any course that meets for less than 16 weeks that has a corresponding 16-week course. The exception to this rule is a course designed to be offered **only** in a less than 16-week format. Syllabi of all compressed format courses must be reviewed and approved by 1) the department/division chair, and 2) the Academic Assessment Committee (AAC). The approval process occurs in Simple Syllabus as part of the workflow for compressed courses. After review and approval, syllabi are automatically published to Simple Syllabus Library and to appropriate Blackboard course shells. Courses without an approved syllabus by the appropriate deadline may be canceled. Exceptions include Continuing Enrollment (589 courses) and 2000-level courses, which are not part of the syllabus review process.

### Procedure for Compressed Course Syllabi Review

Step 1) – The chair should ensure the syllabus for the compressed course is comparable to 16-week courses of the same prefix and number. Specifically, the chair compares the following three items:

- **Contact hours:** Does the compressed course have the required contact hours?
- **Schedule of major topics:** Does the compressed course have a comparable schedule of major topics?
- **Activities/Assignments:** Does the compressed course have comparable student activities/assignments to evaluate student learning?

Step 2a) – The department/division chair uses Simple Syllabus to review comparability and notes any inconsistencies in the comment section of the compressed course syllabus. Chair approval indicates the course is comparable and/or equivalent on all three items.

Step 2b) – If the chair rejects the syllabus, it is returned to the faculty member where suggested edits are made. Then the revised syllabus is resubmitted to chair for review and approval.

Step 3) – The AAC reviews the syllabus of the compressed course and compares it to a 16-week version of the same prefix and number using the same three items. If revisions are requested by the AAC, the syllabus is rejected and returned to the chair and the instructor with edits in the comment section of the compressed course syllabus.

Step 4) – After approval by the chair and AAC, the final syllabus for the compressed format course is published to the Simple Syllabus Library. If not approved by the appropriate deadline, the course may be canceled.\*

Links to all training and deadlines are listed on the [VPAA Syllabus Information site](#).

*\*Any course added to the schedule after the deadline must have its syllabus submitted to the chair for compressed review immediately. Any course temporarily without an instructor after the deadline, must have its syllabus submitted to the chair for compressed review prior to the start of the semester or term.*



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## Policy and Procedure for Modality and Location Review

### **Modality and Location Review Policy Statement**

The modality and location review are a quality control process designed to evaluate comparability of modes and locations of course delivery. The following procedure and resource(s) are specifically tailored to make this step of the syllabus integrity review simple and clear. This step is distinct from the compressed course syllabi review, which is focused on evaluating courses in relation to differing lengths. Faculty are charged with reviewing syllabi for courses across all modes and locations of delivery and with revising them, if necessary. Chairs are charged with providing a final review and approval. The modality and location review occurs every year. Exceptions include Continuing Enrollment (589 courses) and 2000-level courses, which are not part of the syllabus review process.

### **Procedure for Modality and Location Review**

Step 1) – Faculty in each department/division use the Course Section Status Report for the current academic year (Summer, Fall, Spring), generated by the Registrar’s office and distributed by the chair, to identify courses for review. For comparison, faculty use syllabi from the most recent, previous offering of the baseline course across modes and/or locations (also identified in the Course Section Status Report).

Step 2) – Faculty review current and previous syllabi using the [Course Comparability Review for All Modalities and Locations](#) and note and explain changes.

Step 3) – Once faculty review is completed, the Course Comparability Review for All Modalities and Locations is submitted. The form is collected in a database and sorted, formatted, and reviewed by the Director of Academic Assessment.

Step 4) – Once data are sorted, formatted, and reviewed, the Director of Academic Assessment forwards spreadsheets to chair for review. The chair reviews faculty notes and completes an additional review checking each course for Action Plans in one or more of the areas reviewed. A Chair may either approve of an Action Plan or consult with faculty for clarification or changes. Once ready to approve an Action Plan, the Chair will sign and date next to the Plan in the spreadsheet.

Step 5) – Chairs will track completion of action plans and verify their completion by signing and dating next to each completed Action Plan in the spreadsheet, thus closing the loop on the review process.

Step 6) – The Director of Academic Assessment will maintain access to modality data and monitor progress on action plans.