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DATE: July 25, 2019

TO: Minot State University Assessment Committee

FROM: Syllabus Audit Team: Deborah Brothers, Sherry Filler, Shanette Haarsager

RE: Syllabus Audit Review for Fall 2018-Summary Report

The MSU Syllabus Audit Team has completed a review of Fall 2018 syllabi for all courses listed on NDUS Section Status Reports for the Fall 2018 semester. Using the syllabus audit spreadsheet, the team identified missing syllabi in each division/department and made notes on the spreadsheets indicating any issues with individual syllabi, such as missing information, incorrectly reported information, etc. Each team member reviewed different academic areas and prepared a spreadsheet with their findings. The spreadsheets will be sent to Michael Brooks, Director of Academic Assessment.

The Syllabus Audit Team met on July 24, 2019 and went over each area of the syllabus audit spreadsheet for the purpose of identifying recurring issues in some of the areas. The team notes the following:

Throughout the process of checking the syllabi, the team notes that required information was often included, but not always in the recommended order or clearly identified by topic heading. For example, some information was imbedded within another topic, such as the Assessment Date or other important dates hidden within the Tentative Course Outline. This made the review process time-consuming trying to locate the information.

Office Location: In some cases, adjunct instructors left this blank because they did not have an on-campus office. Some information should be included in this area, e.g., stating they do not have an on-campus office, or providing the location of an off-campus office.

Office Hours: Some on-campus faculty did not include specific office hours on the syllabus, but instead directed students to check their office door, or the



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department office. This was common in the areas of Biology, Communication Disorders, Nursing, and Science.

Placement: The team noted this line was rarely used. The Music Department used it occasionally. This area could maybe be deleted or combined with prerequisite and co-requisite.

Assignment & Descriptions, Tentative Course Outline, and Tentative Due Dates of Major Assignments: These three areas are all tied together, and the information included in each area was widely inconsistent. Assignments weren't always descriptive or sometimes were included in the outline or in with tentative due dates of major assignments. Some faculty provided a general outline, some provided a day-by-day listing of topics to be covered and assignments to be given. Possibly these three areas could be consolidated? What exactly needs to be provided in terms of assignments/descriptions?

Late & Missed Work Policy: Sometimes this information was included as part of the attendance policy and sometimes it was included in Assignments & Descriptions. It was not always listed as a separate policy; does it need to be?

Attendance Policy: This was often referenced using a link to the MSU policy on the web. Is it okay to use a link instead of writing out the policy?

Assessment Day: This was not included on many syllabi, especially if the course did not regularly meet on Assessment Day.

Final Exam: Sometimes the link to the MSU final exam schedule listed on the web was used as the reference. Is it okay to use the link?

The team felt syllabus requirements should include a statement saying each syllabus topic area must contain information, even if it is just N/A.

Questions regarding this report can be directed to Deborah Brothers, Sherry Filler, or Shanette Haarsager.