

**Process Name:** *Course Document Repository*

### **Background**

AACSB and the Higher Learning Commission (HLC) both require that we maintain a repository of course syllabi. They also ask for access to “other evidence” of teaching. We have tried various approaches to gathering, reviewing, and storing these documents with mixed success. It is imperative for our accreditation that we have all syllabi on file and easily accessible. All syllabi must also list the relevant learning outcomes for the course consistent with the Syllabi of Record. It is the responsibility of the Unit Head to ensure compliance with this procedure for faculty in their area.

Starting with the Winter '22 semester, we'll utilize a revised process for course document gathering, review, and storage in order to meet accreditation requirements.

### **Required Documents**

**Course Syllabi** for all courses taught by all faculty (tenured, tenure track, affiliate, visitor, and part-time instructors). These documents must 1.) utilize the Seidman common syllabi template, and 2.) include the learning outcomes for the course consistent with the Syllabi of Record.

**Other Evidence** of teaching and evaluation of course learning objectives (e.g. exams, quizzes, projects) for all courses taught by all faculty (tenured, tenure track, affiliate, visitors, and part-time instructors). Documents should collectively reflect assessment the learning outcomes for the course.

**Course Evaluations** as administered through LIFT for all faculty (tenured, tenure track, affiliate, visitors, and part-time instructors) must be stored. These will be uploaded into Digital Measures by the Dean's Office for all Seidman faculty. Remember that the mid-semester course evaluations are formative and are therefore not stored for any faculty.

### **Process for Collection, Review and Storage of Required Documents**

#### *Syllabi*

**Reviewed Syllabi:** Only faculty teaching a course for the first time will be required to have their syllabi reviewed by their Unit Head before distribution to students. Details of minimum review items are included in the Addendum.

- Academic PSS will request syllabi for review based on Unit Head direction.
- New faculty must submit their syllabi for the upcoming semester at least three (3) weeks prior to the start of the semester. Academic PSS will make the request, and faculty are expected to reply promptly in order to allow enough time for Unit Heads to review syllabi and for faculty to make any needed corrections before the start of the semester.
- If the Academic PSS makes two requests that are unfulfilled, then Unit Head's will make a third request. If the syllabi are still not submitted, Unit Heads should notify the Dean's Office for follow up.

**Collection of all other Syllabi:** All faculty must make their syllabi available to their Academic PSS.

- Academic PSS will decide how and when they want to gather these syllabi. They can either download the syllabi from Digital Measures or they can make a request of the unit faculty to send an electronic copy to them.
- If the Academic PSS makes two requests that are unfulfilled, then Unit Head's will make a third request. If the syllabi are still not submitted, Unit Heads should notify the Dean's Office for follow up.
- All syllabi for the prior calendar year (winter, spr/sum, fall) must be saved by the Academic PSS to the shared drive by the FAR date.
- Before uploading the document to the shared drive folder, Academic PSS will check that the Seidman syllabi template was utilized and notify their Unit Head of any faculty not using the template.

**Storage:**

- Syllabi will be uploaded into Digital Measures by full-time faculty for each class they teach. These documents are needed for personnel related processes (e.g. FAP, FAR, annual review, promotion, etc.). Please refer to that process for related deadlines and instructions.
- Academic PSS will upload all syllabi to the appropriate folder on the L drive here:  
\\office.ads.gvsu.edu\dfs\SCB-Dean-Data\COURSE DOCUMENTS.
- A syllabi for each course should be saved on the L drive even if a faculty is teaching multiple sections of the same course.
- File naming convention is: LastName, FirstName\_Semester\_Course

*Other Evidence*

**Collection:** Full time faculty are responsible for uploading "other evidence" to Digital Measures.

Academic PSS will not play a role in gathering or storing these documents and our only repository will be Digital Measures for these faculty. Academic PSS will request "other evidence" from adjunct faculty and store those documents on the L drive.

- Lack of compliance by full time faculty will be noted in the annual review process.
- If the Academic PSS makes two requests from adjuncts that are unfulfilled, then Unit Head's will make a third request. If the "other evidence" are still not submitted, Unit Heads should notify the Dean's Office for follow up.

**Storage:** Test/quizzes/project used to assess the course learning outcomes

- For all full-time faculty "other evidence" will be uploaded into Digital Measures by full-time faculty for each class they teach for any personnel related process (e.g. FAP, FAR, annual review, promotion, etc.). Please refer to that process for related deadlines and instructions.
- For classes taught by adjunct faculty, Academic PSS will upload all "other evidence" to the appropriate folder on the L drive here: \\office.ads.gvsu.edu\dfs\SCB-Dean-Data\COURSE DOCUMENTS.
- File naming convention is: LastName, FirstName\_Semester\_Course

## **FAQ's**

**Q.** *Do all quizzes and tests for a given course need to be uploaded?*

**A.** Submit as many assessments as needed to provide evidence that all of the course objectives from the Syllabi of Record have been addressed within the course.

**Q.** *Do these documents need to be stored for every class taught, every semester?*

**A.** Yes. The exception would be for “other evidence” if the same assessments are used for multiple courses.

**Q.** *Are Part-Time faculty required to submit other evidence?*

**A.** Yes, and Academic PSS (Kellie for graduate MBA courses) will copy the documents to the shared drive.

**Q.** *How will this be communicated to the faculty?*

**A.** Faculty will be reminded of this requirement via emails from their Unit Head, during the fall kick-off meeting and at our new Part-Time Instructor orientation in August. Unit Heads should also send a reminder towards the end of the fall semester for winter semester review and collection and again at the end of the winter semester for spr/sum review and collection.

**Q.** *Does a CIR visit impact the deadline for syllabi uploads?*

**A.** The timing of a CIR visit may create a need to adjust the timeline for upload so that syllabi for the most current semester are available to the review team. For example, for the 2021 CIR visit, all Winter 2021, Spr/Sum '2021 and Fall '2021 syllabi were required to be uploaded by Oct 1, 2021.

## **Additional Questions**

Questions can be directed to the following individuals based on the topic:

Logistics and Digital Measures - Dana Lewis

Annual Merit Process – Paul Isely

Records Retention Process Questions – Karen Ruedinger

## **Addendum A**

### **Syllabi Check List**

1. Seidman syllabus template is required – confirm it's being used and is modified only when absolutely necessary. Remember the goal of the template is consistency to benefit Seidman students.
2. Confirm curriculum alignment and expectations for academic rigor.
3. Course information complete (Course & Section, Title, Semester & Year, Meeting Days/Times, Building & room number, Instructor, Office hours, Email, Phone & Office Location)
4. Check to see that these areas are filled in on the syllabus and if not applicable it should be listed as N/A under the respective heading.
  - a. Course Description
  - b. General Education Requirements
  - c. Course Prerequisites
  - d. Course Learning Objectives – Must match syllabus of record found in blackboard.
  - e. Course Materials
  - f. Course Expectations
    1. Class Format and Delivery
    2. Assignments-Projects, Quizzes, other
    3. Attendance Policy
    4. Late Work & Extension Requests
    5. Missed Exams, Make-up Exams and /or Quizzes
    6. Other information
  - g. Grading – articulated grading scale and what constitutes each grade-break down of points
  - h. Tentative Weekly Course Schedule
  - i. Academic Calendar
  - j. GVSU Policies
5. Other Items to check for:
  - a. Check that an activity is gradable in the first few weeks before midterms
  - b. Check for a final exam or other culminating experience
  - c. One office hour for every 3 credits