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# Office of Curriculum and Instruction

- Welcome back!
  - Last year's accomplishments
    - Core curriculum revision
    - TSI pre/co-requisite course update
  - This year's goals
    - Complete implementation of master syllabus
    - Complete implementation program/course review
  - Like last year, this calls for a team effort
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# Master Syllabus – Adjunct Faculty

- All SWTJC courses have a master syllabus
  - They serve as a basis for class syllabi provided to students
  - The content in the master syllabus must be included in your class syllabus
  - WhippleWare *Syllabi Manager* program makes this easy
  - Adjunct faculty are required to use *Syllabi Manager* to create class syllabi
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# Master Syllabus – Adjunct Faculty

- For Fall 2007 you may continue to use current syllabus with the “must” items below
  - By Spring 2008, you must use WhippleWare
  - WhippleWare training will be available early in the semester in Del Rio, Eagle Pass, and Uvalde. (Jill Coe will schedule)
  - Master templates (syllabi) are available online at <http://tech.swtjc.net/syllabi/>
  - Use “guest” login to view and print a syllabus
  - User accounts available – Contact Dick Whipple at 591-7326 or email [dwhipple@swtjc.cc.tx.us](mailto:dwhipple@swtjc.cc.tx.us)
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# Master Syllabi – Adjunct Faculty

- Class syllabi (Fall and Spring) must be turned in to division chair/associate dean before the semester begins
  - Department chairs facilitate this process
  - See the sample syllabi
    - Master template (syllabus)
    - Class syllabus
    - Class syllabus – entered information
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# Master Syllabus – Adjunct Faculty

- “Musts” on your class syllabus
    - ❑ Catalog description - see handout
    - ❑ Textbooks and readings
    - ❑ General education core outcomes (core courses only) – see handouts
    - ❑ Course outcomes
    - ❑ Evaluation criteria
    - ❑ ADA statement (see sample class syllabi)
  - Discussion and questions
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# Review and Improvement

- Outcomes have been identified at course and program level
    - Program outcomes found in “Program Definition Reports” on C&I website
    - Course outcomes found on master syllabi
  - Outcomes are expected to be exhibited by students leaving a program or course respectively. (Out is the operative word!)
  - Faculty are expected to assess outcomes as part of the program/course review process
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# Review and Improvement

- Based on these reviews, strategies for improvement should be implemented
  - Unit Action Plans should document related improvement strategies and their results
  - Outcome assessment takes place in
    - Capstone course for programs (AAS)
    - Final exams for courses
    - Other ways?
  - Outcome data will be collected this year by OIPR, so be prepared!
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# Review and Improvement

- Relevant training will be scheduled during the year
  - Discussion and questions
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