

Office of Curriculum and Instruction

- Welcome back!
- Last year's accomplishments
 - Core curriculum revision
 - TSI pre/co-requisite course update
- This year's goals
 - Include master syllabus in all class syllabi
 - Implement program/course review
- Like last year, this calls for a team effort

Master Syllabus

- 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 all class syllabus
- WhippleWare *Syllabi Manager* program makes this easy
- Faculty are encouraged to use *Syllabi Manager* to create class syllabi
- In any case, our goal this year is to include the master syllabi in all class syllabi

Master Syllabus

- 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
- "Copy and paste" techniques can be used to add master components to your class syllabus
- User accounts available – Contact Dick Whipple at 591-7326 or email dwhipple@swtjc.cc.tx.us

Master Syllabi

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

Master Syllabus

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

Program/Course Review

- 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
- Students leaving a program or course are expected to exhibit these outcomes. (Out is the operative word!)
- Faculty are expected to assess outcomes as part of the program/course review process

Program/Course Review

- Outcome assessment generally takes place in
 - Capstone course for programs (AAS)
 - Final exams for courses
 - Other ways?
- Based on these assessments, strategies for improvement should be implemented
- Unit Action Plans should document improvement strategies and their results
- Outcome data will be collected this year by OIP&R, so be prepared for their requests!

Program/Course Review

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

And Finally,

- Other useful documents
 - Definition of course description with new TSI requirements explained
 - New general education core curriculum
 - New AAS general education requirement
 - Division/department listing
 - Committee rosters
 - Division/Departmental meeting rooms
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