

Spring 2013 Post Course reviews, Fall 2013 Syllabi

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Curricular Affairs

Weekly Update - June 24, 2013

A short blast this week – just a reminder that Fall 2013 syllabi are needed for posting by July 1. Linda is continuing to work with teams to lock in exams and updating the Assessment grid accordingly. Please let us know what we can do to help facilitate syllabi completion.

A couple of reminders:

Please continue to use the standard syllabus template with a few new tweaks:

- Teams do NOT need to resubmit the Lecture Objectives documents this year. However, we do need to know if teams have made course or lecture changes that affect these documents. Our curricular mapping linkages are based on the documentation in the syllabi and lecture objectives documents, so if changes are made but not submitted the map quickly becomes out of date.
- Teams may also eliminate the "Drug Table" element from their syllabus this year – we've captured the data we needed from that.
- Based on recent Executive committee discussion, it has been recommended that the name of the Course Liaison be added to syllabus, immediately following where the course team members are listed. The intent is to facilitate notification and communication with the right parties should an issue requiring Course Liaison participation arise.

For Spring 2013 course teams, please get those post course reviews in to CAC as soon as possible. This committee has two meetings left over the Summer and the hope is that the committee can knock out all Post Course reviews by that time. We have described Post Course reviews as a part of our strategy for ongoing curricular oversight by a faculty committee, and we want to show them in our fall report that we are hitting our targets.

That's it, let us know if you have any questions!

Dr. Rebecca Sleeper