TO: A-State Faculty

FROM: Dr. Summer DeProw, Director, Office of Assessment

DATE: January 15, 2016

SUBJECT: Spring 2016 Syllabi Content and Uploading System

Dear A-State Faculty:

The fall 2015 has come to a close, and the spring 2016 semester will be here before we realize it. Would you please assist me with syllabi for the spring semester? I need your help in two areas: (1) syllabi content and (2) syllabi submission to our office.

The Higher Learning Commission (HLC), our regional accreditor, has requested copies of our campus’s syllabi. The HLC is particularly interested in seeing program-level outcomes articulated on the syllabi. Here is an excerpt from the HLC’s report requesting syllabi:

The Higher Learning Commission acknowledges the progress that Arkansas State University has made in the area of learning outcomes assessment. However, because the institution’s report reveals a system still very much in development, the Commission will continue to monitor the University’s efforts in this area. In that regard, the HLC will require an additional interim report on assessment to be submitted no later than September 1, 2016.

**STAFF ACTION:** Receive the report on assessment of student learning. Arkansas State University is required to submit to the Commission an additional interim report on learning outcomes assessment no later than September 1, 2016. The report should describe clearly the relationship between individual assessment activities and course and program level outcomes. In addition the report must include examples of institutional documents, such as course or master syllabi where outcomes are clearly outlined. The report should show also how specific assessment data is being collected, analyzed and employed. The Standard Pathway Year 4 Comprehensive Evaluation is scheduled for 2017 – 2018. The institution’s next reaffirmation of accreditation is scheduled for 2023 – 2024.

My first request is this: please help me by putting the program-level outcomes that your course/s support on all of your syllabi. If your program has completed our office’s 5-column assessment plan and curriculum map, you have all the information necessary to add program-level outcomes to each syllabus. The curriculum map in particular is the easiest way to find the program-level outcome/s that should be included on the syllabus. Each program’s outcomes are listed on our website (http://www.astate.edu/a/assessment/student-learning-outcomes/) and there are several
helpful templates (http://www.astate.edu/a/assessment/how-to/Syllabi/index.dot). Please
contact your Assessment Leader, Department Chair, or our office for further assistance.

My second request concerns uploading syllabi. Michael Gonzales and A-State’s ITS
Department have developed a syllabi upload system in MyCampus. The Power Point
presentation in your Blackboard Organization outlines the steps you should follow to
upload your syllabi. The system is available for your use now. If you have any problems,
please contact Michael Gonzales (mgonzales@astate.edu) or Joyce Mitchell
(jstidman@astate.edu) for assistance.

Please upload your syllabi by the 11th day of class, which is February 2, 2016. We will
send all Deans and Department Chairs a missing syllabi list in early February. My second
request is this: please help me by uploading your syllabi by the 11th day of class to the
new system. Our office will review the content of every syllabus for spring 2016. We
cannot check a syllabus for the program-level outcomes unless it has been submitted.

In summary, we need your help to add the program-level outcomes to each syllabus and
upload the syllabi using the new system. Please call or email me if you have any
questions (sdепrow@astate.edu, extension 4311).

Sincerely,
Summer DeProw
A-State Director of Assessment