**MEMORANDUM**

**TO:** A-State Deans, Department Chairs, and Academic Leaders

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

**DATE**: December 12, 2017

**SUBJECT:** Spring 2018 Syllabi Submission and Content

Thank you for your dedication to making syllabi submission and content a priority during Fall 2017. We conducted our syllabi analysis and 95% of the campus submitted syllabi into the repository. Our goal is to have 100% submitted and we are going to work diligently this Spring to complete that goal.

Due dates for Spring 2018 semester syllabi submission are as follows:

• January 30, 2018 All Regular Semester Courses

• March 12, 2018 All Session II Spring Courses

The Higher Learning Commission (HLC) continues to be very interested in the connection between program outcomes and courses. Here is an excerpt from the HLC letter (in response to our interim report that was submitted September 1, 2016) dated November 10, 2016:

The A-State interim report offers clear evidence that the institution is committed to the continuing development of its assessment environment and the establishment of well-articulated and effective assessment procedures. Although the institution’s efforts in these areas are not complete—and must continue to be given significant attention, particularly in the relationship of program outcomes and course objectives—the University has created a strong foundation for learning outcomes assessment.

The best way to show the relationship between courses and program outcomes is the curriculum maps and to articulate that relationship on course syllabi. According to our Fall 2017 syllabi analysis, the campus’ syllabi matched the curriculum map 37% of the time, which has increased 61% over last year. With the upcoming HLC visit in March, the Office of Assessment would like to have curriculum maps completed for all eligible programs. Ms. Mary Elizabeth Spence has taken over the effort to garner accurate curriculum maps for all programs. If you need help setting up curriculum maps, please feel free to email her at [mspence@astate.edu](mailto:mspence@astate.edu).

In the meantime, I strongly encourage you and your assessment committees to review your program’s syllabi. You have access to the Syllabi Reviewer System through the MyCampus portal. The steps to access the system are in the Power Point file named “Syllabi Reviewer System Instructions,” which is attached. If you need help accessing the Syllabi Reviewer System, or the Syllabi icon, please contact Ms. Elizabeth Wakefield at [ewakefield@astate.edu](mailto:ewakefield@astate.edu) or 870-972-2989. The system allows you to see who has submitted their syllabi, download the syllabus to check its content, and delete and upload the syllabus. Please use the delete and upload options carefully. I strongly recommend that you continue to ask faculty to submit their own syllabi for their classes to minimize upload errors even though you have the ability to upload syllabi for them.

Additionally, please include your concurrent, satellite campus, and adjunct faculty in these discussions. Many times their syllabi are not as sophisticated as the full-time faculty’s syllabi, which is usually a result of limited communication.

Last, if I have not already, I would like to share our syllabi analysis with you during your Spring 2018 meetings. I will be in contact with Deans and Chairs to schedule a time for this discussion. Please call (4311) or email (sdeprow@astate.edu) if you have any questions about the content of this memorandum, Fall 2017 syllabi analysis, Spring 2018 syllabi submission, and/or assessment in general.