



THE UNIVERSITY OF
TOLEDO

— Syllabus Review

**Preparing for
Accreditation**

**The Higher Learning
Commission will randomly
sample our syllabi to
determine if we are
delivering on our promise.**



— Who reads it?



- Students
- Department
- New Faculty
- Program Reviewers
- SARA
- Higher Learning Commission
- Specialized Accreditors (if applicable)
- Other higher education institutions

— What does it do?



For Students:

- Establishes expectations
- Sets guidelines
- Provides a map
- Explains grading
- Provides resources

For Others:

- Evidence of accreditation standards
- Evidence of student learning for transfer credit decision-making



We reviewed almost 300 syllabi to determine if they provide the information that meets assumed practices, provide measurable student learning objectives, and offer our students the information they need to succeed in our courses.

What's Inside?

74%

Contact Information

- Name
- Email
- ***Phone number***
- Office location and Office hours

64%

Course Information

- Course Name
- Course ID
- ***Credit Hours***
- Class time and location (if applicable)



— What's Inside?



49%

Course Catalog Description

- Matches the current catalog online

61%

Student Learning Outcomes

- Describes specific actions/skills expected of students
- Aligns with assignments
- SLOs are observable and measurable



What's Inside?

54%

Pre/Co-Requisite Courses

- Lists all pre/co-requisite courses
- ***Matches current course catalog online***

78%

Required Text(s) & Ancillary Materials

- Full Citation
- ***ISBN included***



— What's Inside?



30%

University Policy on Non-Discrimination (ADA) & Academic Accommodations Statement

- *Includes the policy statement on Non-Discrimination on the Basis of Disability (ADA)*
- *Academic accommodations statement matches one provided by the Disability Service Office.*



30%

Grading

- Explains how *midterm* and final grades are calculated (scale, points, percentages, weights of assignments)
- Discusses expectations (i.e. late assignments, extra credit, test proctoring)
- Indicates instructor *timeframe for feedback* on assignments



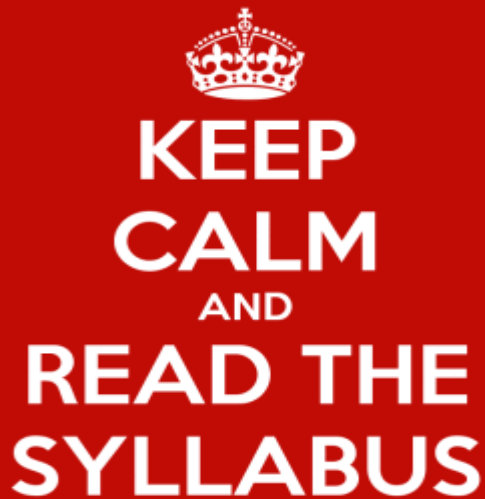
— What's Inside?



64%

Course Schedule

- Topics listed in chronological order for each class
- Required readings
- In-class activities
- Assignments due
- ***Includes the Schedule***



KEEP
CALM
AND
READ THE
SYLLABUS



— What's Next?

We are working with Online Learning to merge our syllabus templates to eliminate as much variance as we can.

We are also working with them to move all of the policy statements that are required elements of the syllabus to a policy page to which we can link, and to assure that that policy page is continuously updated.

We will be running a second review of syllabi to assure that learning outcomes in sections of the same course are consistent across sections and modalities----face to face, online, and hybrid.

We will conduct these annual reviews each year to see if we can incrementally improve our scores between now and 2021.



Questions?