Lincoln University Course Approval Manual

INTRODUCTION AND PURPOSE OF THE MANUAL

This manual defines the policy and procedures for the evaluation and approval of syllabi for new courses and for revisions to existing syllabi at Lincoln University. This manual, and any amendments to it, requires the approval of the faculty of Lincoln University. The evaluation of proposals for specific degrees, majors, minors, and other academic programs is the responsibility of the Educational Policies Committee of the faculty.

GENERAL RESPONSIBILITY AND POLICY FOR SYLLABUS PROPOSALS

Primary responsibility for preparing a syllabus proposal for creating a new course or revising an existing course lies with the academic department. The assignment of a course number and definition of both the short and full titles of the course should be coordinated with the registrar prior to submission of the proposal to the Curriculum Committee for review.

All proposals for new and/or revisions to courses syllabi should contain:

1. A completed **Course Submission Form** with approval signatures by the submitting Department Chair, Office of OIERP - Assessments, and Associate Dean/Dean of Faculty. Approval signature from the Office of OIERP should be secured prior to the review of the Associate Dean/Dean of Faculty.

2. A completed syllabus on the University's faculty approved **Master Syllabus Template.**

3. A written statement by the Department(s) presenting the proposal that will include:

   • Explanation and outline of the proposal.

   • Rationale (i.e., program review, assessment, changes in discipline, etc.).

   • Updated curriculum mapping.

   • Updated 4-year sequence sheet for the major/program.

   • Evidence to support rationale.

   • A statement about resource impact.

   • A statement about impact to other departments.

   • If similar course exists, explanation showing why this course is necessary.

4. The complete list of Program Student Learning Outcomes (PSLOs) for the program(s) that the course is aligned with. And per the curricular coherency initiative, identification of primary and secondary Institutional Learning Outcomes (ILOs) for the course.

5. If course is part of program change or program proposal, then also provide a copy of your proposal submitted to the Educational Policies Committee for review.

(See attached Addendum checklist at end of document)

THE REVIEW AND APPROVAL PROCESS

Departmental Review:

The faculty in the department, or departments if the course is interdisciplinary, will review the proposal and ensure that the proposal is consistent with the departmental goals and programs and that the syllabus includes a clear alignment between Course Student Learning Outcomes (CSLOs) and Program Student Learning Outcomes (PSLOs). Consideration for Institutional Learning Outcomes (ILOs) as it relates to General Education courses should also be given during the review.

Measurable direct assessment methods need to be outlined for both PSLOs and/or ILOs listed for the course. Examples of assessment measures include embedded questions in quizzes or tests, written assignments, case studies, visual analysis, lab reports, research papers, homework assignments, problem sets, presentations, observations, practicums, clinical evaluation tool, portfolios, etc. Rubrics are encouraged for most assessments. OIERP is available to provide support.

Upon approval of the syllabus/syllabi by both the Department Chair and the Office of OIERP, along with approval from the Associate Dean of Faculty/Dean of Faculty, the Department Chair will forward all required documents digitally to the Chair of the Curriculum Committee. The Associate Dean of Faculty/Dean of Faculty will also receive the hardcopy of the Course Submission Form(s) for their signature. Once they have signed the Course Submission Form(s), it/they shall be sent to the Chair of the Curriculum Committee for their signature upon Curriculum Committee approval of the submitted syllabus/syllabi.

Curriculum Committee Review:

1. The Curriculum Committee will review the proposal and ensure the adequacy of the departmental review and that the proposal is consistent with the requirements set forth above and follows the current required syllabus template.

2. Edits and amendments to the proposal may be made and approved during the Curriculum Committee review process with notification provided to the Department Chair and Associate Dean/Dean of Faculty.

3.   Upon approval by a majority of the Curriculum Committee, the Curriculum Committee Chair will sign a hardcopy version of the Course Submission Form, complete the necessary Faculty Council documents, and submit it to Faculty Council for review and posting to the faculty portal. The posting of the documentation by the Faculty Council from standing committees per the By-Laws should be immediate and unrelated to when and how the subsequent review of the matter transpires This posting by Faculty Council, is meant to facilitate faculty review, no less than five business days prior to the next faculty meeting. Faculty Council must also add the item to the agenda as an action item.

The Faculty Approval:

1.   The faculty must approve all new courses and major revisions to existing courses before they can be listed in the upcoming course schedule, required for graduation, or added to the next Academic Catalog.

2.   The Curriculum Committee Chair will provide all final documents to the Registrar and the Office of OIERP upon faculty approval for new courses or upon Curriculum Committee approval for minor changes.

3.   The Registrar will be responsible for verifying and implementing approvals by the faculty.

Changes to Existing Syllabi that Require Department, Department Chair, Dean, and Curriculum Committee Approval:

      • Changes to course numbers and prefixes. Confirmation or revision of the curriculum map is requested with this change.

      • Other minor changes as determined by the Curriculum Committee review.

Changes to Existing Syllabi that Do Not Require Curriculum Committee Approval, Only Department Chair Approval is Required:

      • Changes to prerequisites and co-requisites. The Registrar reserves the right to engage additional review of requests should they deem it necessary.

      • Changes in required textbooks that remain consistent with the stated objectives of the course and coverage of topics generally included in equivalent courses at other institutions.

      • Changes made to CSLOs and / or PSLOs based on data collected and analyzed through assessment process. Confirmation or revision of the curriculum map is requested with this change.

• Changes to the quantity and relative weights of graded assignments and examinations.

Periodic Review of Existing Syllabi:

Academic departments must submit all their course syllabi for review by the department chair, and if deemed necessary by the Curriculum Committee. This review must include comparison to the standard documentation required for new or existing courses. The Curriculum Committee, with consultation from the Department Chair, shall determine which of the existing courses have undergone sufficient change to also require approval by the faculty.

Expiration of Syllabi Approval:

Courses that are not offered during a five-year period may not be offered again until they are submitted for approval following the procedures outlined in this manual. This requirement is to be monitored by the Registrar.

ADDENDUM A

Checklist of Supporting Documents:

1.   Course Submission Form

2.   Master Syllabus

3.   Written Statement

4.   Learning Outcomes

     a.   PSLOs

     b.   ILOs – Primary and Secondary

5.   Curriculum Map

     a.   Current

     b.   Revised

6.   Proposal to Ed Policies Committee, as appropriate

NOTE: *The Office of Institutional Effectiveness, Research, and Planning (OIERP) is available to provide support for learning, outcomes, curriculum map, and assessment measures. Please contact OIERP at oierp@lincoln.edu.*