# SIMPLE SYLABUS PRESENTATION

Dr. Doreen Crisostomo-Muña, Faculty Senate Vice President
Mr. Jonah Chau, SGA Senator
**UOG Faculty Development Day**
Hyatt Regency Guam – Grand Ballroom
February 16, 2024

# AD HOC SYLLABUS COMMITTEE

On September 27, 2023, Faculty Senate President Dr. Christopher Garcia-Santos appointed the *ad hoc syllabus committee.*

- Dr. Doreen Crisostomo-Muña, Chairperson (SEC)
- Dr. Genevieve Leon Guerrero, Member (SCIE)
- Dr. Gena Rojas, Member (SCFE)
- SGA Senator, Jonah Chau, Member
- SGA Senator, Sheldon Orhaitil, Member

# AD HOC SYLLABUS COMMITTEE

The purpose of the committee is to review and update the current syllabus template.
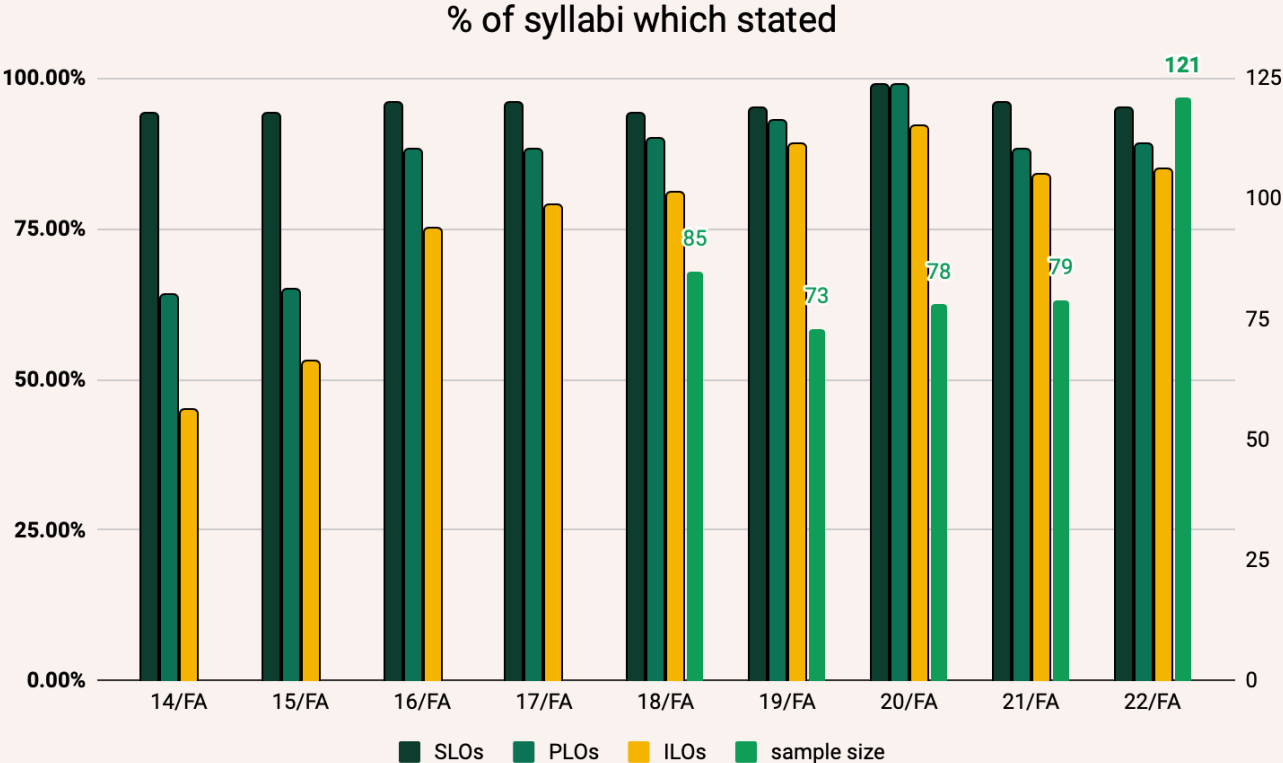
On January 2, 2024, presented findings and recommendations to the Faculty Senate.

On February 15, 2024, the Faculty Senate passed Resolution 24-01, *Relative to Implementing Digital Software for the University's Course Syllabus Template.*

# FACTS

- The course syllabus template was last updated on January 19, 2022.

- The syllabi were not consistent with the policies of the university.

- WSCUC recommends that UOG course syllabi include course and program learning outcomes to document learning results and student achievement over time (CFR 2.3, 2.4, 2.6).

- # of syllabi submitted for evaluation: FA18 85 (10%), FA19 77 (10%), FA20 78 (10%), FA21 79 (10%), FA22 121 (15%).

# SYLLABI TREND

## % of syllabi which stated



Legend: SLOs, PLOs, ILOs, sample size

Data labels visible: 85 (18/FA), 73 (19/FA), 78 (20/FA), 79 (21/FA), 121 (22/FA)

X-axis: 14/FA, 15/FA, 16/FA, 17/FA, 18/FA, 19/FA, 20/FA, 21/FA, 22/FA

Left Y-axis: 0.00%, 25.00%, 50.00%, 75.00%, 100.00%

Right Y-axis: 0, 25, 50, 75, 100, 125

# SYLLABI FINDINGS

- The previous Vice Provost for Institutional Effectiveness provided her findings of syllabi compliance for the Fanuchånan 2022 semester.

- The random sampling consists of 15% of the undergraduate and graduate courses for a sample size of 121.

- Decline in stating PLOs and ILOs in course syllabi.

- 35 of the 121 were general education requirement courses. 54% (19) stated the General Education Learning Outcomes.

# SYLLABI FINDINGS

- 95% included the student learning outcomes (SLO), 89% included the program learning outcomes (PLO), and 85% included the institutional learning objectives (ILO) in their syllabi.

- Of those in the sampling, 67% were from full-time faculty, and 33% were from part-time <u>did not state SLOs or ILOs</u> in their syllabi.

- Of those in the sampling, 64% were from full-time faculty, and 36% were from part-time <u>did not state PLOs</u> in their syllabi.

# VP FOR INSTITUTIONAL EFFECTIVENESS RECOMMENDATIONS

- Standardization of assessment terminology when referring to SLOs, PLOs, ILOs, or GLOs, that is, the use of the term "outcomes" instead of "objectives" or "competencies."

- General Education Courses as reflected in the Undergraduate Catalog must reflect General Education Learning Outcomes (GLOs) with stated linkages in their syllabi.

- Redistribute syllabus template to all full-time and part-time faculty members.

# VP FOR INSTITUTIONAL EFFECTIVENESS RECOMMENDATIONS

- Standardized syllabus components for all courses.

- Standardized syllabus components for all New Course Request(s) and Request(s) for Course Revision.

- Communicate syllabus components that are not in compliance with individual faculty members.

- Follow-up orientation or refresher training for key administrators and faculty to increase the inclusion of GLOs as required.

# UNIVERSITY OF GUAM RESOURCES AND PERSPECTIVE

- Moodle is the Learning Management System
- Ellucian Colleague through Self-Service
- Every faculty member must submit a syllabus
- A better system to communicate with our students
- Important for faculty to have consistency and autonomy

# STUDENTS FEEDBACK

- The template and guidelines for creating syllabi are rigid, outdated, and unclear.

- Instructors overlook updated policies, resulting in outdated information being shared with students.

- The syllabus creation process is tedious and time-consuming due to the format of syllabi templates.

- Both useful and critical information for students is still missing on published syllabi, at times due to the required information and the format in which syllabi are created.

- Students' understanding of the course expectations of the course.

# ABOUT THE DIGITIAL SOFTWARE

Simple Syllabus is a centralized, template-driven platform that lets instructors personalize and publish interactive class syllabi quickly.

Easy to use and instantaneous, the administrative template builder gives faculty the autonomy to personalize content for their classroom.

Standardized data, such as policies, can automatically populate whenever a change is required.

Simple Syllabus is built on a centralized repository that archives all campus syllabi and support extensive reporting capabilities for accreditation.

# TEMPLATE BUILDER



- **Configurable templates.** An easy-to-use template builder can establish required syllabus components.

- **Customizable Components.** Completely personalize the template by configuring as many components as needed.

- **Auto-Population.** Leverage the power of data and prepopulate the syllabus template for faculty.

- **Conditional Logic.** Outline rules and swap out content dynamically based on institutional data.

- **Empower Personalization.** Give instructors complete control of areas of the syllabus that matter the most to them.

- **Single Entry Update.** Make a change once and publish to syllabi everywhere.

# SOLUTION FOR ALL STAKEHOLDERS

## STUDENTS

- ✓ Access syllabi anytime from anywhere
- ✓ Easily research classes in advance
- ✓ Save time & money preparing for class
- ✓ Consistent policies across campus

## INSTRUCTORS

- ✓ A virtual personal assistant keeps things organized
- ✓ Automatic population of data saves time, eliminates redundancies
- ✓ Better protection of intellectual Property

## ADMINISTRATORS

- ✓ Establish standards that promote consistency
- ✓ Easily retrieve syllabi for accreditation purposes
- ✓ Immediate propagation of policy
- ✓ Automatic archiving of records

# CURRENT SYLLABUS FORMAT

**[Course Number] [Course Title]**    **Contents from UOG's published course schedule.**
Course Syllabus and Calendar

**Section Information**    **Contents from UOG's published course schedule.**
Section [Number]
Course Delivery Mode [Face-to-Face, Hybrid/Face-to-Face, OLL-Synch, OLL-Asynch, OLL-HYB]
[Course Schedule Days/Times]
[Location/Room]

**Instructor Information**
[Name]    **The instructor assigned based on the published course schedule.**
Email [xxxxxx@triton.uog.edu]
[Office Location – Room Number]
[Office Hours - Schedule]    **The instructor can edit office hours, and contact information.**
[Office Phone Number XXX-XXXX]

# CURRENT SYLLABUS FORMAT

**COURSE CATALOG DESCRIPTION**

Contents from the approved Course Outline.

**COURSE CONTENT**

Contents from the approved Course Outline.

**[ADDITIONAL COURSE INFORMATION]**

Instructor's information.

**STUDENT LEARNING OUTCOMES ALIGNMENT MATRIX**

| Course Student Learning Outcomes (SLO) | GenEd Learning Outcomes (GELO) | Program (PLO) | Institutional (ILO) |
|---|---|---|---|
| Contents from the approved Course Outline. | | | |
| | | | |
| | | | |

# CURRENT SYLLABUS FORMAT

**COURSE REQUIREMENTS**

**REQUIRED TEXTS**

**Instructor's information.**

**ACCESS STATEMENT FOR OLL-DELIVERED COURSES**

**Instructor's information.**

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**GRADING INFORMATION**

**COURSE FINAL GRADES**

A+
A          **Contents from the Course Catalog.**
A-
B+
B
B-
C+
C
D
F

# CURRENT SYLLABUS FORMAT

**GRADE CATEGORIES: ASSIGNMENTS AND PERCENTAGES**

**Instructor's information.**

**ASSIGNMENT DESCRIPTIONS**

**Instructor's information.**

**Course, Program, and University Policies and Other Information**

**University Policies.**

- Other Required Information
- Other Optional Information

# CURRENT SYLLABUS FORMAT

**COURSE CALENDAR** Instructor's information.

**WEEK [Number]**
    **[Date]: Course Session [Number]**
    Activities & Assignments   Target SLOs [Number/s]

    • Instructor's information.


    **[Date]: Course Session [Number]**
    Activities & Assignments   Target SLOs [Number/s]

    • Instructor's information.


**WEEK [Number]**
    **[Date]: Course Session [Number]**
    Activities & Assignments   Target SLOs [Number/s]

    • Instructor's information.

# THANK YOU!

**Do you have any questions?**
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