GE & Curriculum Syllabi Review Rubric

- Syllabi authors can use the following rubric as a guide for creating and reviewing syllabi. The GE and Curriculum Committees use the rubric to determine whether syllabi meet criteria and are ready for approval or need revision.
- **Blue text** is the official rubric and provides instruction and criteria for acceptance. All other formatting is to provide additional information, visual cues for Argos users, and is for presentation purposes only.
- Yellow areas can be used by GE and Curriculum Committee Reps for typing comments to provide feedback and/or instructions for revision to syllabi authors on specific syllabi that are up for review.

Syllabus Type: [⌄]

Is this syllabus for a new course or part of a five-year review or revision of a course?

Five-year Review: Minor or no changes being made to the syllabus (e.g. change in prerequisites or corequisites)

Modification and Five-Year Review: Coming up for 5-year review and making changes (e.g. revision of course content, such as outcomes, scope, or content)

New Syllabus: Use only if you are creating a completely new course or would like to start from scratch with an existing course.

Comments/feedback as needed:

Semester to Begin: [⌄]

Five-year Review: [ ]

End Semester: [ ]

Semester to Begin should always be a Fall semester because that is the semester that begins the Academic Catalog year. Five-year Review and End Semester will populate automatically.

This section must be updated to make changes in Argos.

Comments/feedback as needed:

Basic Course Information

All of the following are present, clear, and correct

Division: [⌄]
Dept.: [⌄]
Subject: [⌄]
Course #: [ ] (4)
Title: [ ] (100)
GE Area: [⌄]

Comments/feedback as needed:

Course Content

Provides a summary of course topics, themes, and/or learning tasks students will be exposed to. This section should be general enough to allow flexibility in how different instructors approach the course, but specific enough to distinguish it from other courses and inform transfer decisions when read by other institutions. It should be written to guide any faculty member assigned to teach the course. Avoid bulleted or numbered lists.

Comments/feedback as needed:

Catalog Description

The catalog description is 1-4 sentences long and written to be direct, informative, and clear to students and other external audiences. Catalog descriptions should include cross-listed courses, repeatable for credit (can students take this course again after passing it and receive additional credit?), and fees.

Comments/feedback as needed:

Justification

Short (1-6 sentences) explanation, for an internal audience, of why this course should be taught at Snow College. NOTE: This should not include any promises of articulation to any institution. Comparisons to similar courses at other USHE institutions are encouraged.

Comments/feedback as needed:

Prerequisites: (1000)
[ ]

Corequisites: (1000)
[ ]

Semesters Offered: Fall [ ] Spring [ ]
Mark the ones you want (1) Summer [ ] TBA [ ]

Note all semesters in which the course will be taught. IMPORTANT: If a semester is chosen, the course must be offered during that semester. If you cannot guarantee that a course will consistently be offered in any particular semester, choose TBA.

Mark semesters offered with an "X".

Leave blank if none—*Correctly lists prerequisites by course prefix and number, instructor permission, or skills required.*

Comments/feedback as needed:

Comments/feedback as needed:

Instructional Mediums: Mark the ones you want.

☐ Lecture   ☐ IVC   ☐ Tech Ed.
☐ Lab   ☐ Online   ☐ Internship
☐ Lecture/Lab   ☐ Hybrid   ☐ Workshop

(1)

*This section is no longer reviewed by Curriculum Committee; however, this information is **required by the Registrar** and reviewed by the GE Committee for GE courses.*

*Mark instructional medium(s) with an "X". When marking **Tech Ed**, an additional instructional medium must also be marked.*

Contact Information

☐ Variable credit?

(2)

Credits: ☐
Lecture: ☐
Lab: ☐

Contact Hours: 0
Workload: 0
FTE: 0

Repeatable? (Y) ☐

☐ (75)

Max Class Size: ☐ (4)
Optimum Size: ☐ (4)

Contact Hours Calculation: (Lecture Hours + Lab Hours)*15

Correctly lists the number of hours the course is worth, the number of hours the course meets in a week for lecture, and the number of hours the course meets each week for lab or practicum. For CTE or other courses—correctly lists time requirements.

*When **Repeatable?** is **YES**, mark with a "Y" and include "This course is repeatable for credit" in the Catalog Description.*

***Max Class Size** is the maximum that the registrar's office can open the class to without Curriculum Committee approval. **Optimum Size** is the default open for registration.*

***Contact Hours**, **Workload**, and **FTE** will populate automatically.*

Comments/feedback as needed:

GE Outcomes

?

GE Outcome: **Explanation** (1500)

GE Outcome: 1   (Required for All GE)

A student who completes the GE curriculum has a fundamental knowledge of human cultures and the natural world.

• *For GE courses only* / *Reviewed by GE Committee only*

Outcomes 1- 4: Explanation

Clearly explains how this specific course will meet the requirements of each of these outcomes. Written to guide any faculty member assigned to teach the course.

Outcome 5 (for E1 & E2 Courses)

Syllabi for all courses taught for E1 or E2 GE credit must include GE Outcome 5. Clearly explains how this specific course will meet the requirements of GE Outcome 5. Written to guide any faculty member assigned to teach the course.

Outcome 6 (for QL Courses)

Syllabi for all courses taught for Quantitative Literacy GE credit must include GE Outcome 6. Clearly explains how this specific course will meet the requirements of GE Outcome 6. Written to guide any faculty member assigned to teach the course.

Assessment Information

*GE Outcomes **Assessment Information** is no longer reviewed by GE Committee—do not include in Argos. However, assessment information should be discussed and decided within departments and reflected in department-level documents.*

Comments/feedback as needed:

GE Knowledge Area Outcomes (1500)   ?

Students who complete a course in this General Education area should be able to:

1. *UNDERSTAND: Explain the creative artistic process as an iterative and recursive practice culminating in an expression of human experience and emotion through a medium.*

• For GE courses only / *Reviewed by GE Committee only*

Explanation

Indicates the correct knowledge area for which the course can be taken for GE credit. Clearly explains how this specific course will meet the requirements of each of the Knowledge Area Outcomes. Written to guide any faculty member assigned to teach the course.

Assessment Information

GE Knowledge Area Outcomes **Assessment Information** *is no longer reviewed by GE Committee—do not include in Argos. However, assessment information should be discussed and decided within departments and reflected in department-level documents.*

Comments/feedback as needed:

Student Learning Outcomes 1-6:   ?

Outcome: (1500) **Assessment:** (1500)

1.

Student Learning Outcomes (SLOs) are optional for GE courses (Knowledge Area Outcomes are usually sufficient). SLOs are required for all other courses. Each outcome should specify skills, knowledge, etc. that students should have upon successful completion of this specific course. Written to guide any faculty member assigned to teach the course. NOTE: Because inclusion of an SLO implies commitment to perform and record assessment of the outcome, syllabus authors are encouraged to limit the number of SLOs listed (3 or 4 is a good default).

While SLOs are required, **Assessment Information** *is no longer reviewed by Curriculum Committee—do not include in Argos. However, assessment information should be discussed and decided within departments and reflected in department-level documents.*

Comments/feedback as needed:

Pedagogy, KPIs, Mediums, and Materials   ?

Although this section is no longer reviewed by the GE and Curriculum Committees, Pedagogy Statements, Key Performance Indicators (KPIs), Mediums, and Materials should be discussed and decided within departments. This information can be left blank in Argos but should be reflected in department-level documents.