SIMPLE SYLLABUS 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
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 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 did not state SLOs or ILOs in their syllabi.

- Of those in the sampling, 64% were from full-time faculty, and 36% were from part-time did not state PLOs 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]
Email [xxx@triton.uog.edu]
[Office Location – Room Number]
[Office Hours - Schedule]
[Office Phone Number XXX-XXXX]

The instructor assigned based on the published course schedule.

The instructor can edit office hours, and contact information.
## 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

<table>
<thead>
<tr>
<th>Course Student Learning Outcomes (SLO)</th>
<th>GenEd Learning Outcomes (GELO)</th>
<th>Program (PLO)</th>
<th>Institutional (ILO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents from the approved Course Outline.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


CURRENT SYLLABUS FORMAT

COURSE REQUIREMENTS

REQUIRED TEXTS

Instructor’s information.

ACCESS STATEMENT FOR OLL-DELIVERED COURSES

Instructor’s information.

GRADING INFORMATION

COURSE FINAL GRADES

A+
A
A-
B+
B
B-
C+
C
D
F

Contents from the Course Catalog.
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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