

## COURSE SYLLABUS DATA COLLECTION

It is a long-standing requirement that a course syllabus must be developed by each instructional faculty and distributed to students at the start of the academic term. A syllabus is defined as “a summary outline of a discourse, treatise, or course of study or of examination requirements.” Students have a right to receive the information provided in the syllabus per university policy: <http://louisville.edu/dos/policiesprocedures/student-rights-and-responsibilities-1-1.html> Additionally, SACS has several standards that state institutions must define and publish policies related to academic content, (i.e. Comprehensive Standards 3.4.5, 3.5.1, 3.5.3 and 3.6.4).

SACS expects the syllabi for all courses taught at the university are readily accessible in a data base and that those syllabi will be subject to review during our reaffirmation. SACS reviewers may examine syllabi while they are checking faculty rosters and reviewing faculty members' credentials for teaching particular courses, or they may look at syllabi when they are reviewing program assessment plans to see how particular courses fit into the overall student learning outcomes of that program. Because much of the SACS review process takes place on-line by off-site reviewers, it is imperative the university begin this process as soon as possible.

**Each unit must inform faculty that course syllabus for all course sections need to be made available electronically. The Delphi Center will extract the syllabus from Blackboard and create a data file every term. The Provost Office will contact each unit to collect any missing syllabus before the end of each term. Please see the Blackboard site for more information on how to “name” the syllabus files to be posted each term.**

**THE POSTING OF THE SYLLABUS IS AN ON-GOING REQUIREMENT AND MUST BE COMPLETED FOR ALL COURSE SECTIONS EFFECTIVE FALL 2011.**

**EVERY COURSE SECTION MUST HAVE A SYLLABUS POSTED USING THE INSTRUCTIONS PROVIDED BY THE DELPHI CENTER. THE DEADLINE FOR POSTING:**

**FALL SYLLABI – OCTOBER 31**

**SPRING SYLLABI – MARCH 30**

**SUMMER SYLLABI – JUNE 30**

After logging into Blackboard, you should see a box labeled ‘ SACS Course Syllabus Posting Instructions. Within the box, click on the ‘instructions and video tutorial’ link for information to load syllabi.

**These instructions MUST be followed, so that each syllabus can be correctly extracted from Blackboard each term and maintained in a SACS accessible database.** Every course section listed in the UofL Schedule of Classes automatically receives a new blank Blackboard course shell each semester. So, the syllabus can be loaded as soon as course shell is placed in BB. All courses that result in a student grade are expected to have a syllabus or course outline posted.

**Any course section exceptions related to the syllabus rule should be reported to Connie Shumake, Accreditation Liaison.**

## **Syllabi Development -**

The Delphi Center for Teaching and Learning has developed a helpful website on syllabus development. Also, many academic units have guidelines prepared to direct faculty in developing course syllabus. One of the key factors to meet SACS syllabus expectations are the course objectives. The course objectives should be clearly stated on the syllabus. The objectives should be framed as Student Learning Outcomes (SLO) and are expected to be an integral part of all syllabi. The course objectives/SLO should reflect the program-level assessment of student learning that are reported annually to the Provost. Please refer to the Delphi Center website for guidance on syllabus development, and links to unit-level syllabus development instructions are also provided:

<http://louisville.edu/delphi/syllabus>

Courses that are part of the university's General Education curriculum should follow the required syllabus guidelines:

<http://louisville.edu/provost/GER/GER-Syllabus.pdf>

Information about writing Student Learning Outcomes (SLO) is available on the university website at:

[http://louisville.edu/institutionalresearch/institutional-effectiveness/data-folder/Handout\\_Writing%20SLOs\\_Final\\_3-25-11\\_1.pdf](http://louisville.edu/institutionalresearch/institutional-effectiveness/data-folder/Handout_Writing%20SLOs_Final_3-25-11_1.pdf)

For additional information on accreditation contact Connie Shumake, Assistant University Provost [ccshum01@louisville.edu](mailto:ccshum01@louisville.edu) or see the accreditation website at <http://louisville.edu/institutionalresearch/accreditation/sacs.html>

Questions about the Blackboard syllabus process can be directed to: [delphi@louisville.edu](mailto:delphi@louisville.edu)  
Or call 502-852-8833