

March 27, 2024, Deans' Council Notes

- I. SYL Repository for all course(s)' syllabi (Missy Clemmons) presented. Highlighted some of the key elements available via SYL and the TAMIU recommended customization for the syllabi. (Please note faculty senate has had representation and input at every SYL monthly meeting).
 - How to create Syllabi: Help Site - SYL: <https://luc.courseleaf.com/help/syllabi/>
 - How to make edits
 - Highlight customizations?

Class Search – Focus Search where instructor starts- Syllabi archived by academic term. Some elements are not editable and automatically populated from Course Leaf. For example course name, course description and institutional guidelines for undergraduate and graduate students.

Some highlights: (Please note that this information was compiled from Missy Clemmon's weekly and monthly updates for this academic year).

1. Administrators (faculty) will have permission to edit all syllabi throughout the creation process.
2. Instructors: Non-administrative users will be authorized to view all syllabi, while the instructors of each section will be able to edit a section's syllabus. SYL will map TAMIU user log-in IDs to Banner IDs to identify which syllabi instructors have access to create and edit.
3. Instructor Change: To reset syllabus content and editing access, a CourseLeaf administrator can delete a syllabus using the Delete Page tool on the CourseLeaf console. This deletes the current syllabus and its content, making the section available for syllabus generation by the new instructor. Syllabus access is determined upon syllabus generation and can be edited manually after creation. Deleting a syllabus and allowing the new instructor to generate from scratch, grants the new instructor editing access, removes the previous instructor and resets the syllabus content, including any changes from each data source.
4. TAMIU instructors may teach multiple sections of the same course or previously taught a course with an existing syllabus. These sections may contain the same content but differ in time, location, and other elements. Copy From is a tool within CourseLeaf used to generate a syllabus from existing content.
5. Section Details: Course and section data from Banner will be used to generate the course code, title and offering information. If no department is assigned to the course, the department element will be omitted from display. See example below.

CHEM 115 - Introductory Chemistry
Spring 2023 Syllabus, Section 01, 10774
Chemistry Department, College of Nursing&Health Sci

6. Instructor Information: See example below.

Pamela H. Cone, PhD, RN, CNS

Associate Professor, Graduate Program

Email: pcone@mail.apu.edu

Office: WC Bldg 1, Room #357

Office Hours: T/Th afternoons or by appointment

Office Phone: (626) 893-7368

Cell Phone: (626) 815-5466

No calls on cell phone between 8:30pm and 8:30am; texting is acceptable.

7. Course Description: Course data from Banner will be used in inline course references and to display the course description. See example below.
Covers the basic principles of nomenclature, atomic structure, bonding, thermodynamics, chemical reaction, and stoichiometry. The first half of a two-semester course. Must be taken concurrently with CHEM 1111. Prerequisite: Placement in College Algebra or higher.
Chemistry Department, College of Nursing&Health Sci
8. Boilerplates: Boilerplate text upholds institutional requirements about ensuring standardized text about policies, resources, and more are presented on appropriate syllabi. The Syllabus enforces these rules by allowing TAMIU to create rules per text block about when it should appear.
9. Textbooks: TAMIU will display textbook information for each section that is fully edited by faculty in SYL.
10. Schedule of Topics and Assignments: TAMIU instructors will display a class schedule in either daily or weekly formats. Term dates will pre-populate, and update based on Banner's part of term dates (ssbsect_ptrm_start_date and ssbsect_ptrm_end_date). TAMIU's scheduled breaks can be managed for pre-population in syllabi in the administrative holidays tool. Instructors will enter each reading, assignment, and topic and use the drag and drop interface to adjust quickly and smoothly.
11. Customization – Required Sections: As a Texas institution, TAMIU wants to require the schedule of topics and assignments and the office hours section of the instructor widget, so that they meet state requirements to include the daily schedule, instructor office hours, college policies, and institutional policies in all published syllabi.
12. Grading and Evaluation: Evaluation content for an assessment contains details including title, category, points/percent, and description. Assessments can be referenced in the schedule of topics and assignments and linked from the schedule to the assessments grading and evaluation section of the syllabus.

13. Repository Access: The syllabus repository, which archives syllabi in HTML and PDF formats by term, will be available to TAMIU students, instructors, staff, and the general public. All syllabus content will be publicly accessible in FocusSearch to meet Texas HB 2504 requirements as understood by TAMIU and CourseLeaf and verified by TAMIU. Each syllabus lives at a standard URL naming structure for easy linking: /syllabi/year-term/subject-coursenumber-section-crn example: /syllabi/2022-fall/engl-2311-101-11692.
14. Archive: The CourseLeaf Syllabi Repository will allow syllabi to be unpublished, so public access is revoked, and the syllabi remain in next for archive access. This also preserves the ability to Copy From an unpublished syllabus. As a Texas institution, TAMIU wants to archive syllabi by removing the public syllabus and storing a record in the syllabus repository on next that can be viewed and exported to PDF by anyone with next access.

Training will be set up for faculty next month- April 19, 2024 (training will be recorded as well for future viewing). The email will originate from Provost San Miguel's Office. Each college needs to have a SYL designee to conduct turnaround training for college faculty and new hires.

- II. Writing Intensive Courses Explanation – see attached.
- III. Course Level Language (1000, 2000, 3000, 4000, 5000, and 6000) see attached.