

Syllabi – Course Learning Outcomes Verification Process

1. Towards end of each semester, per the Outcomes Process timeline, the Department Outcomes Coordinator, Department Chair or Dean's Office:
 - a. Shares current outcomes for all courses with all faculty
 - b. Remind faculty that outcomes are required to be on syllabi
2. By the course census date Syllabi sent to the Dean's Office/Program Coordinator/Department Chair*.
3. Syllabi are reviewed, including checking for accuracy of Outcomes.
4. If Outcomes are incorrect faculty are immediately notified and given one (1) week to submit corrected syllabus.
5. The Dean's Office monitors the return of corrected syllabi.
6. If the syllabus is not corrected, it may be included in the faculty's evaluation.

Verification Process for inclusion of Outcomes in Course Syllabi

Process – Occurs every term	Person(s) Responsible
Faculty are provided with the current Course Learning Outcomes for each course prior to the end of the semester.	*Chair, Program Coordinator, Lead Program Faculty, Department Outcomes Coordinator, or Dean's Office
Faculty are reminded that current Course Learning Outcomes are required on all course syllabi.	Dean's Office
Syllabi submitted by course census date to the Dean's Office (or designee).	Course Faculty
Review of syllabi for inclusion of current Course Learning Outcomes.	*Chair, Program Coordinator, Lead Program Faculty, Department Outcomes Coordinator, Dean's Office
Faculty are informed if syllabi correction is required. Dean's Office notified.	*Chair, Program Coordinator, Lead Program Faculty, Department Outcomes Coordinator, Dean's Office
Corrected syllabi submitted within one (1) week.	Course Faculty
Monitoring submission of corrected syllabi.	Dean's Office

*Depending on the School's organization

Note: Course Learning **Outcomes** (CLOs) have been also referred to as Student Learning Outcomes. This is not to be confused with Student Learning **Objectives** listed in the Course Outline of Record.