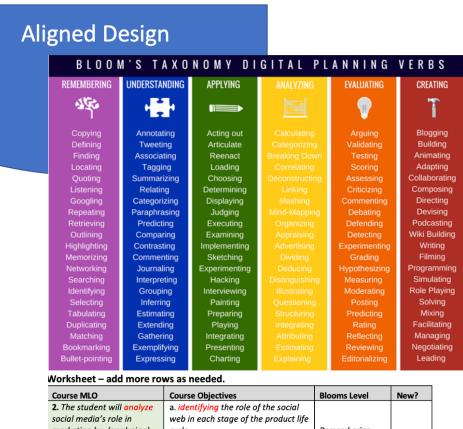
SPC's course review process provides a comprehensive assessment of course outlines and content, working with faculty to explore strategies for improving student success. The process is comprised of two phases, which are facilitated by Curriculum & Instruction administrators and Instructional Design team members, with the support of deans and the participation of faculty course coordinators.

Phase 1 of the process is a thorough review of the course outline, and begins with consideration of Major Learning Outcomes (MLOs) and the Learning Objectives associated with them. Faculty consider the appropriateness of the MLOs comprehensively to determine whether modifications are needed in order to cover the critical aspects of instruction. Action verbs are identified, reviewed for measurability, and matched with Bloom's taxonomy levels to confirm appropriateness for the course, leading to successful program completion. Updates to the Approved Course Outline are initiated where required.



Course MLO	Course Objectives	Blooms Level	New?
2. The student will analyze	a. identifying the role of the social		
social media's role in	web in each stage of the product life		
marketing by: (analyzing)	cycle.	Remembering	
	b. describing each of the following		
	types of social media sites, and		
	discussing the importance of		
	each in the marketing role:		
	i, <u>Social</u> networking.		
	ii. Blogs.		
	iii. Chat rooms and message boards.		
	iv. Listservs.		
	v. Wikis.		
	vi. Social bookmarking.	Remembering	

Phase 2 of the process begins by comparing the MLOs with planned instruction, activities and assessments. Instructional Design team members provide professional development to lead faculty through steps for analysis using carefully constructed worksheets.

Worksheet

1. 2. 3. Module Title Cobjective(s	3. Objective(s)	4. Aligned, Update,	5. Objective's Bloom's Taxonomy Level					•	6. Activity's Interaction Type			7. Feedback	8. Proposed	9. Proposed	10. Provide a link to	11. Peer Review Comments	
		Remove A/U/R	Remember	Understand	Apply	Analyze	Evaluate	Create	Learner-to- Learner	Learner-to- Instructor	Learner-to- Content	Strategy	Changes	Changes Complete? Y/N	the change	comments	

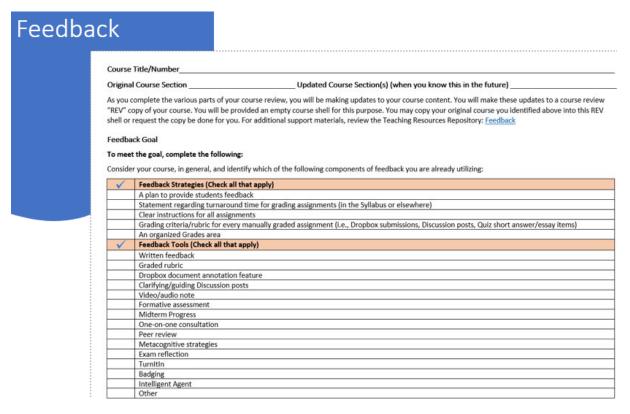
Upon completion of the course alignment review, the next step is to review the course syllabus to confirm that the it contains course details and resources for student success. A Syllabus Checklist (excerpt below) are provided for faculty. The course introduction discussion addresses how to build community and connect students with each other, with the instructor and with course content.

Syllabus

	SPC Syllabus Checklist
	the following elements should be located in your course Syllabus, but some of them may be located in anothe your course. Indicate S if it is stated in the syllabus; indicate C if it is located somewhere in the course.
s/c	Essential Elements
Course	Information
	Course title and number
	Course modality (i.e., Online, Live Online, Blended, Face-to-Face)
	Semester and year (e.g., Fall 2023)
	Credit hours
	Course description, goals, and objectives
	Required pre/corequisites (e.g., labs)
	Any synchronous and/or face-to-face requirements (e.g., virtual meetings, labs, field trips)
	If Live Online, Blended, or Face-to-Face, state the days, hours, location of class meetings
Instruc	tor Information
	Instructor's name, title, preferred way to be addressed
	Contact information (i.e., email, phone, instructor page link, office location/hours, virtual meeting
	times/instructions)
	Statement regarding turnaround time for responding to emails and phone calls
	Dean and/or Academic Chair
Course	Materials
	Textbook and/or other reading materials listed and identified as required or recommended

The final meeting concludes with Early Engagement and Feedback. Faculty are coached in best practices for engaging with students, considering ways to meet and exceed their engagement goals.

Faculty and instructional designers discuss strategies for providing feedback that is meaningful and productive, and various feedback tools are suggested.



Ultimately, adoption of strategies from this process ultimately yields increased success and satisfaction.