



DESIGN & DEVELOPMENT

OPERATIONS

PART I SYLLABUS APPROVAL PROCESS

Version 2

LEARNING OBJECTIVES

Upon completion of this training manual, users will be able to:

- ✓ Understand the approval process for Syllabus Part I
- ✓ Convert University Syllabi to three-part template
- ✓ How to navigate to signed documents within shared drive

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OVERVIEW

It was decided to proceed with full implementation of a three-part-syllabus. A single syllabus, split in three parts will emerge. This will replace (a) the current University Syllabus, (b) the current Course Syllabus and (c) the University polices listed within each course.

NEW DEVELOPED COURSE(S)/PROGRAM(S) SYLLABUS APPROVAL PROCESS

1. The Faculty/Originator will send the Syllabus Part I of the three-part syllabus to the Program Director (PD). Once the PD has reviewed and approved, they will add their name and date and return to the Originator.
2. The Originator will ensure their name as well as the PD's name is listed on the syllabus and then forward to their designated College AA.
3. Once the AA receives Part I of the syllabus, they will verify it is in the correct template, ensure the Originator and PD names are listed, track the status and send to a listed Curriculum Review Committee (CRC) member for their review.
 - a. The AA provides a two-week deadline to return their changes or comments.
 - b. If the CRC member has recommendations, the AA encourages them to work directly with the Originator to make any changes.
 - c. If the CRC member has no recommendations, the syllabus is ready for the CRC Chair's review.
4. Once changes, if any, are made, the Originator sends the document to the AA for further formatting and tracking. It is then forwarded to the CRC Chair for their review.
 - a. The AA provides a two-week deadline to return their changes or comments.
 - b. If the Chair has recommendations, the AA encourages them to work directly with the Originator.
 - c. If the Chair has no recommendations, the syllabus is ready for the Dean's final review and signature.
 - d. Before sending to the Dean for signature, the CRC Chair will add their name and date and confirm it is ready for signature.

5. The AA will do one last check to ensure all names are listed; it has remained in the correct format, and sends to their Dean for their review and signature.
6. Once the Dean has approved and signed the document, the AA will send the signed document (PDF) as well as a Word document (without signatures) to the Operations Specialist.
7. The Operations Specialist will save the signed PDF to the shared drive in its corresponding Program folder.
 - a. S:\Chief Academic Officer (CAO)\Official University Syllabi
8. The Operations Specialist will send an email to the syllabus distribution list notifying them what syllabi have been completed, signed, and saved.
9. Lastly, the Operations Specialist will remove signature lines within the Word document, save as a PDF, and upload to the ICC and link to specific Build/Master.

CONVERSION OF PAST UNIVERSITY SYLLABUS TO THREE-PART TEMPLATE



Syllabi that are currently in the University Syllabus template are to be converted into the three-part template. The Responsible Parties (RP)/Program Directors (PD) were instructed to follow the below directions.

1. When the syllabus has been converted into the three-part template, the RP/PD will forward to the CRC Chair designated to their colleges for review.
 2. The Chair then confirms the syllabi are in the correct template then forwards to the Dean for signature.
 3. The Dean will sign the syllabus and the AA will send to the Operations Specialist to be saved.
 4. The Operations Specialist will save Part I of the syllabus to the shared drive and send an email to the syllabi distribution list (Within Outlook) notifying them what syllabi have been completed and finalized.
 5. Lastly, the Operations Specialist will remove the signature page from the Word document, save as PDF, and upload to the ICC on current LMS, and link to specific Build/Master.
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Syllabus, Part III will now include only a link to the University Policies. This is a dynamic link to ensure all updates will be made to all locations.

<http://content.bellevue.edu/generic/bu/syllabus-part-three.pdf>

VERSIONS

Version	Date	Developer Name	Description of Changes
1	03082018	Misti Shurila	Syllabus Approval Process – New Template
2	03122018	Misty Sidel	Minor Edits
3	03122018	Misti Shurila	Minor Edits

DISCLAIMER

Process for this training tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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