Programs & Courses

Jim Allen, Associate Provost for Academic Programs

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TOPICS

- Program Change Review Committee Report Process
- Syllabus Template
- URL’s for Today's Topics
Program Change Review Process

- Primary Standards for Degree Program Performance
- Plan for Improvement
- Timeline
- Procedures
- Complimentary Practices and Academic Efficiencies
Primary Standards

A. Enrollment Standard

Associate’s and Bachelor’s degree programs with fewer than 25 majors, Master’s degree programs with fewer than 10 majors, and Doctorate programs with fewer than 5 majors as determined from the Day 10 enrollment figures for the fall semester will be considered below the Enrollment Standard. Some programs, because of identical course offerings for Masters and PhD students, may require a combined graduate program majors count.
B. Graduation Standard

Associate’s degree programs that fall below 12 degrees conferred, Bachelor’s degree programs that fall below 6 degrees conferred, and Master’s degree programs that fall below 5 degrees conferred in a given year will be considered to be below the Graduation Standard. These values were calculated assuming a graduation rate corresponding to a minimum of 25% of the corresponding enrollment standard for Bachelor’s degree programs and 50% of the enrollment standard for Associate’s and Master’s degree programs... Doctorate programs will be expected to grant at least one degree per year to meet the Graduation Standard. This number is based on the uniqueness and large variability in Doctorate program expectations.

Time to Degree
C. Program Cost Standard

Programs (undergraduate or graduate) that have an Instructional Cost Ratio (SIUC Program Cost/Credit Hour : State Normative Program Cost/Credit Hour) above 1.25 per year using the Big-Five as the Normative Model for Illinois will not meet the Program Cost Standard. An average of the Lower and Upper Division Cost Ratios will be used for Associate/Bachelor’s degree programs. For Master’s programs the Grad-I Cost Ratio will be used, and for Doctorate programs the Grad-II Cost Ratio will be used.
- Plan for Improvement
  - Analysis of Dashboard Data
    - (Including Data Anomalies)
  - Action Plan
  - Updated Assessment Plan
  - Bench Marks
Program Change Review Process Timeline

August 15: Notification of Programs requiring Plan for Improvement

September 14: Submission of Plan For Improvement to Dean

September 21: Plan for Improvement and Dean’s Recommendation to APAP

October 1: Notification of Programs Requiring Review

October 10: Review Committees Constituted (pending Faculty Senate appointment)

November 15: Review Committee Requests for Evaluation of Program Documents

December 15: Evaluation of Program Documents

January 14: Review Committee Recommendations to Provost

January 21: Provost Recommendations to Faculty Senate and Graduate Council
Complimentary Practices & Academic Efficiencies

A. Are there programs that could be combined administratively to eliminate redundancies?

B. Are there programs that would be better suited in another college?

C. Are there course redundancies that could be eliminated by requiring that course offerings be offered by the discipline department?

D. Does the degree program require more than 120 credit hours?
Procedures

- Campus Wide Solicitation of Proposals
- College & Program Specific Solicitation of Proposals
- Review of Proposals
- Recommendations to Provost
The Complete SIU Syllabus


Required on all Form 90 for New Courses!
The Complete SIU Syllabus
Last Revision: July 30, 2012

• *Student Learning Objectives.*

When the course is a University Core Curriculum course, the learning objectives should be those approved by the Core Curriculum Executive Council and listed on the syllabus for the course posted on the UCC website.
SIU Policy on “Incomplete” as a Course Grade: The following text is taken from the 2011-2012 Undergraduate Catalog, p. 32:

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within a time period designated by the instructor but not to exceed one year from the close of the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, not to exceed one year, or graduation, whichever comes first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. Students should not reregister for courses in which an INC has been assigned with the intent of changing the INC grade. Re-registration will not prevent the INC from being changed to an F.
• **Attendance Policy**

– number of unexcused absences allowed, acceptable excuses, tardiness policy, and the effect of absences and tardiness on a student’s final grade. In particular, if there is a point at which missing a specific number of classes results in a failing grade, this should be explicitly noted on the syllabus. Also, the University Policy on Accommodating Religious Students (SIU 2011-2012 Undergraduate Catalog, p. 494) should be mentioned or included on a syllabus.
• Statement on Academic Honesty/Plagiarism

  o See the Morris Library Guide on Plagiarism (http://libguides.lib.siu.edu/plagiarism)

  o Including Appeal Process from Instructor to Chair to Dean
• Detailed Schedule

– a weekly or daily schedule showing required readings, class activities, course withdrawal deadlines, assignment due dates, exam dates, including any exam scheduled during final exam week. Dates for when the class can be dropped without receiving a “W” and/or a “WF.”
NOTIFICATION OF INCOMPLETE GRADE AGREEMENT
Southern Illinois University Carbondale

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within a time period designated by the instructor but not to exceed one year from the close of the term in which the course was taken, or graduation whichever occurs first. Should the student fail to complete the course within the time period designated, not to exceed one year, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. Students should not register for courses in which an INC has been assigned with the intent of changing the INC grade. Re-registration will not prevent the INC from being changed to an F. (Grading and Scholaristic Regulations - Grading System Explanations, SIUC Undergraduate Catalog)

It is the responsibility of the instructor who gave the INC to make the final determination of the grade that will replace the INC.

This agreement should be completed and the original given to the student when the instructor assigns the incomplete grade. A copy should be kept by the instructor, sent to the student's academic advisor's office, and placed on file with the Department.

PLEASE PRINT OR TYPE CLEARLY AND FIRMLY

Date: ____________________________
Student’s Name: ____________________________ Student’s I.D. No: ____________________________
Semester: ____________________________ Course No: ____________________________ Section No: ____________________________
Course Title: ____________________________

Deficiencies to be corrected for INC to be removed (please be specific):

[Blank space for deficiencies]

Date by which deficiencies must be completed: ____________________________

Instructor’s Name (please print): ____________________________ Instructor’s Signature: ____________________________ Date: ____________________________

Student’s Signature: ____________________________ Date: ____________________________

Date copy sent to student’s academic advisor: ____________________________

Date copy placed on file with the Department: ____________________________

Original: Student Copies to: Department Instructor Academic Advisement Office
URL's for Today’s Topics

• Program Changes Review Report  

• Dashboard Link to IBHE Metrics  
  http://iquest.siu.edu/program_review/

• SIU Syllabus Template:  
  http://www.universitycollege.siu.edu/academics/procedures.html

• Student Conduct Code/Academic Dishonesty:  

• Salukinet, INC form:  
  https://salukinet.siu.edu/cp/home/displaylogin

• Desire2Learn Login:  
  https://online.siu.edu/

• Assessment & Program Review:  
  http://assessment.siu.edu/