

## Suggestions from institutional submitters with approval ratios of over 85%:

1. Do you have a checklist for help in submission preparation? Would you be willing to share it?
    1. *We use an internal Course Proposal Form provided to faculty that includes IAI Course Descriptors and Panel Criteria*
    2. *I send the Panel Criteria and IAI Course Descriptor to the Department Chair and Dean soon after receiving the course call.*
    3. *I use the panel criteria from the website as a checklist*
    4. *I use a spreadsheet with the following columns:*
      - a. *Decision Date*
      - b. *IAI Due Date*
      - c. *Date Notified*
      - d. *Notice Sent*
      - e. *Reminder Sent*
      - f. *Ongoing*
      - g. *Dept*
      - h. *Prefix*
      - i. *Course*
      - j. *Panel*
  2. How do you make your requests for required documentation to Instructors?
    1. *A new course proposal is presented to the proposer's academic division for discussion.*
    2. *Emails, reminders, and offers of assistance to update syllabi.*
    3. *Email to department chair.*
    4. *Write to department chairs and they work with instructors to get the syllabus to me*
  3. What is your timeline – how far in advance do you make requests, do you give deadlines?
    1. *ASAP after receiving the course call. Department Chair and Dean requests are 2 weeks before deadline.*
    2. *ASAP after receiving the course call. I give them a deadline of 2 weeks before IAI Deadline*
    3. *ASAP to department chairs as I get the request. Deadline of 2 weeks before IAI Deadline. This gives me time to get corrections made to comply with the IAI request. I send reminders 1 month and 2 weeks out of my due date.*
  4. Do you provide 1 syllabus with all necessary information or do you submit supporting documents as well as a syllabus?
    1. *It depends on the course and the materials I receive from the chairs. If I don't think there is enough information on the syllabus, I ask for the additional information they distribute to students. Lab samples are separate documents in the submission.*
    2. *Normally 1 syllabus, and labs if necessary.*
    3. *I submit the master syllabus and a current syllabus. Also additional information needed such as lab manuals, etc.*
  5. How do you name the files you submit?
    1. *XXXXX Instructor Syllabus, XXXX Master Syllabus, XXX Sample Lab 1, XXX Weekly Schedule, etc.*
    2. *The name contains the course subject and number and usually "syllabus."*
    3. *School abbreviation, course prefix and number.*
-

Do you have a checklist for help in submission preparation?

I keep a spreadsheet by semester of the courses that have been called for review.

decision date	IAI due date	date notified	notice sent	reminder sent	ongoing	DEPT	prefix	course	panel	master syllabus	current syllabus	other required
---------------	--------------	---------------	-------------	---------------	---------	------	--------	--------	-------	-----------------	------------------	----------------

That gives me one place to look. I fill it in as I hear from the IAI and correspond with the department chairs.

I do not have a set checklist. I use the panel criteria that is on the iTransfer website and use it as a checklist for each submission.

I send the specific panel criteria information listed on the iTransfer website to the appropriate department chair and dean soon after I receive notification that a course is called for review. I also send them the IAI course description.

We have a written process. It was just revised in April. The revised process has not yet been reviewed and approved by our Faculty Council, because the reorganization happened after the committee's final meeting. It needs to be approved but it provide information about IAI and the processes for which course information is needed.

How do you make your requests for required documentation to Instructors?

I write to the department chairs and they work with the instructors to get me a current syllabus.

I email the department chair asking for the syllabus and provide the panel criteria from the iTransfer website. They may in turn request the syllabus from the instructor.

I send emails and reminders. I also call to offer assistance as needed with updating syllabi to include all required components. Many do not include an appropriate weekly schedule on their syllabus or the master syllabus is not updated to include the current course materials being used. I use this as an opportunity to remind them of the importance of keeping their master syllabi up to date.

- As soon as I receive the submission request, I forward it on to the appropriate dept chair and cc the appropriate executive dean and the VP for academic and student affairs. Also, if MCC has a faculty member on the panel requesting the course, I cc that faculty member, too.
- I include the IAI course description and attach the panel review criteria to my email. If I'm aware of any panel idiosyncrasies, I include that to my email. I offer to schedule a meeting with the dept chair to go over the review criteria and syllabus. If MCC has a faculty member on the panel, I add that he/she will be happy to provide input regarding submission materials. Either the dept chair or I ask the panel member to review the syllabus before we submit it. I ask that I have submission materials at least 15 days prior to the panel's deadline.

What is your timeline – how far in advance do you make requests, and do you give deadlines?

I notify the department chairs as soon as I get the request. I ask to have everything two weeks early to make sure I have time to review them and to give me time to get corrections made (for example the syllabus will often have the subject spelled out and I need them to change it to just the prefix to comply with the IAI request. We often have to add the title of prerequisites as well, since the syllabus may just list the course number. I send reminders 1 month and two weeks out of my due date.

I will send out the syllabus request emails as soon as I get the notice from IAI. I usually give a deadline of two weeks prior to the IAI deadline to give enough time for my review and follow up.

I send them the request soon after I receive it from you. I ask the department chair or dean to send required information to me about two weeks before the actual IAI deadline. I expect (hope!) department chairs will discuss with their faculty during the week prior to classes beginning for the next semester. This is a good time to remind all instructors who teach the same course to adhere to course requirements and learning objectives.

I forward the IAI submission request as soon as I get it. I let the dept. chair know the panel's deadline and ask that final submission materials be given to me 15 days prior to the deadline (give specific date). I will send reminders as the date nears.

Do you provide one syllabus with all necessary information or do you submit supporting documents as well as a syllabus?

I submit our master course outline which is the course proposal as approved by the Council on Academic Affairs AND a current syllabus from a recently taught class. I also submit any additional information needed such as lab manuals, etc.

Normally, I provide one syllabus and labs if necessary.

It depends on the course that is called for review and the materials I receive from the department chairs. For example, if I don't think there is enough information in the syllabus about a required paper that counts for 40% of the grade, then I discuss with the department chair the need for more information. They usually have additional information they distribute to students, so I would request they send it to me for submission with the syllabus. ... and I usually include sample labs as separate submissions.

We try to submit 1 syllabus, but sometimes we'll submit assignments separately if the syllabus doesn't describe them. Detailed lab outlines are sometime submitted separately, too, along with in-house lab samples. Our syllabus template (used for each section of a course) includes components required by IAI panels and describes what each faculty member is supposed to include (see bullets below), so our goal is to just submit 1 syllabus. There are always those faculty that don't follow instructions...

\* Syllabus template field automatically populated & remains unchanged unless curriculum committee approved

# Syllabus template field customized by course section/instructor

(MCC syllabi are electronic.... Maintained, stored, and provided to students electronically)

- Course Title \*
- Prefix & Number \*
- Lecture/Lab hours \*
- Semester/Start & End Dates/Day/Times #
- Textbooks/Supplies #
- Course Description \*
- Course Objectives \*
- Lecture Outline (content in course no matter who is teaching it) \*
- Lab Outline\* (if required)
- Assignments & Grading Criteria #
- Weekly Lecture Outline #
- Weekly Lab Outline # (if required)

How do you name the files you submit?

I think I use our school abbreviation, then our course prefix and number.

I do not have a set name for the files. The name contains the course subject and number and usually "syllabus".

BIOL 100 Instructor Syllabus, BIOL 100 Master Syllabus, BIOL 100 Sample Lab 1, BIOL 100 Weekly Schedule, BIOL 100 Instructions for Paper, etc.

- For the syllabus – I use "Representative Syllabus" pulldown. An example of a file name is: *2017SP-EGR-151-001.pdf*. (This is the file name of a syllabus for course, EGR151, that was offered Spring 2017. It is the same file name format used for all courses: semester, course, section)
- If I'm submitting a separate detailed lab outline or sample labs, I use "Lab Form/Info" pulldown and in "Notes" will indicate it is a detailed lab outline or sample labs. For sample labs, I'm not always consistent with how I name the file, but I do something like this: *CHM165 Sample Lab 1; CHM165 Sample Lab 2; CHM165 Sample Lab 3*
- If I'm submitting more detailed assignments, or providing information on whether the course is offered through online delivery, or something else that isn't on the syllabus and not lab related, I'll use

the “Other” pulldown and in “Notes” indicate what is included on the attached document. If I’m submitting detailed assignments, I usually use the same file name the faculty gave it.

***We extend a special thank you to our respondents who shared their processes with us. We hope this information provides some helpful tips and tricks in working with faculty and the IAI processes.***