

Baccalaureate Core Review Tip Sheet -WIC Courses

Below is a list of materials and information to have on hand before you start filling out the category review form for your course. We tried to compile a list of information that you may need to collect or verify before beginning. Especially when there are multiple instructors for a course or a variety of campuses where the course was offered, assembling this information ahead of time can potentially save you a lot of time.

Item	Reason
<p>.PDF of the current syllabus for every instructor who taught the course during the most recent academic year (from summer to spring).</p> <p><i>Name each file as follows: Designator-number-instructor last name-SYL (e.g. ENG-400-last name-SYL)</i></p>	<p>You will be asked to upload a copy of each instructor's syllabus. If your course uses a shared common syllabus, you may submit just one representative sample syllabus. ***Before you submit the syllabi, please make sure each one contains the required Bacc Core information***</p>
<p>.PDF or Word document of the Formal Writing Assignment instructions for every instructor who taught the course during the most recent academic year.</p> <p><i>Name each file as follows: Designator-number-instructor last name-INST (e.g. ENG-400-last name-INST)</i></p>	<p>You will be asked to upload a copy of each instructor's Formal Writing Assignment Instructions. If your course uses a shared common formal assignment, you may submit just one representative sample set of instructions.</p>
<p>.PDF or Word document of the Class Schedule for every instructor who taught the course during the most recent academic year.</p> <p><i>Name each file as follows: Designator-number-instructor last name-ClassSchd (e.g. ENG-400-last name-ClassSchd)</i></p>	<p>You will be asked to upload a copy of each instructor's Class Schedule.</p>
<p>.PDF or Word document of the Assignment Summary Chart (available on the APAA website and also emailed to you with the link to complete the review) for every instructor who taught the course during the most recent academic year.</p> <p><i>Name each file as follows: Designator-number-instructor last name-ASC (e.g. ENG-400-last name-ASC)</i></p>	<p>You will be asked to upload a copy of each instructor's Assignment Summary Chart. If your course uses a shared common assignments and point values, you may submit just one representative summary chart for all instructions.</p>
<p>List of all schedule types (e.g. Lecture, WWW, Hybrid, etc.) and Campuses (e.g. Corvallis, E-Campus, Cascades etc.) that the course was offered through during the more recent academic year.</p>	<p>You will be asked to provide this information and also to make sure that all your responses about the achievement of student learning outcomes are reflective of all sections of the course.</p>
<p>List of all instructors who taught the course during the most recent academic year.</p>	<p>You will be asked to fill out a list of all instructors as well as their instructor rank, faculty role, and the syllabus arrangement they utilize for that course.</p>
<p>A description of assignments and class activities that align with the Baccalaureate Core category student learning outcomes (CSLOs).</p>	<p>You will be asked to explain how the course and assignments align with the Bacc Core category.</p>
<p>Summaries of student performance in the assignments or class activities that were used to assess student achievement of the CSLOs.</p>	<p>You will be asked to analyze how well students in the course have met the CSLOs. You will be asked to consider how well students as whole met the outcome via a scale (weak/acceptable/strong).</p>