Steps for Processing Syllabi

through the

Learning & Instruction Curriculum Committee - LICC

When a syllabus needs to be processed through LICC (see Criteria for Coming to LICC):

1. Syllabus Creation/Modification
	1. Faculty, with the assistance of divisional support personnel, enter all information on the latest syllabus template (see LICC website)

It is recommended that divisional support review the formatting of the syllabus before submission

* 1. Complete the New or Revised Checklist
		1. Not required if only formatting changes
		2. This document determines workflow of updates after approval
	2. Submit syllabus and checklist (if required) to the Assistant to the Vice President by the submission due date found in the Monthly Meetings/Submission Due Dates document on the LICC website
	3. If errors in formatting or incorrect template is used, the syllabus will be returned to the originator for correction. Corrections may be resubmitted for inclusion in the following months review process
1. Review by Teams
	1. The syllabus will be assigned to the sub teams and the document with a draft agenda will be emailed the day after the submission due date
	2. The sub teams will communicate with faculty regarding any concerns or changes.
	3. During the editing process, all sub team members are to be included in the communication. At times, other sub teams may be consulted if similar syllabi are being reviewed
	4. When the team receives the final version from the faculty, the sub team lead will forward the final version to the Assistant to the Vice President by the Sub Team Due Date found in the Monthly Meetings/Submission Due Dates document on the LICC website
	5. If final version is not received, it will be removed from the final agenda and the faculty will need to resubmit for the next months process
2. Review by full LICC Committee
	1. The full portfolio of final syllabi submissions for the month and the agenda will be sent by the day after the Sub Team Due Date
	2. Since the full team will be voting on the approval of the syllabi, it is recommended the LICC committee review before the Meeting Date
3. LICC meeting
	1. Faculty or a representative are expected to present the syllabi to the LICC committee
	2. The committee may ask additional questions, and may catch something that needs to be updated. The committee may ask the faculty to send the update via email for a vote, if timing is critical or may table the item until the next meeting upon successful modification submission
	3. The committee votes on approval
4. Post Meeting
	1. Syllabus log is updated with approved syllabus
	2. Master Syllabi are uploaded to folder
	3. Syllabus and check sheet are utilized to make changes in Banner by the administrative assistant to the vice president or routed to personnel that will need to make changes in Banner or on the web