

Core Curriculum Syllabus Self-Assessment

Preliminary Email

Dear Colleagues,

Thank you for serving as the teacher of record (TOR) for a course this spring 2023 semester that is offered as a part of the unified core curriculum in the College of Arts & Sciences. If you taught a core course last academic year, you might recall the Office of the Core requested a copy of your course syllabus as part of a larger assessment project designed to ensure that courses in the core are taught consistently and articulate the goals and objectives as described in the Official Core Documents.

I am happy to announce that the Syllabus Assessment Form (SAF), which the Office of the Core utilized to analyze each syllabus and then provided subsequent feedback to each teacher of record, has been replaced with a new Syllabus Self-Assessment (SSA) Qualtrics questionnaire. The SSA questionnaire allows TORs to self-assess their core course syllabi and submit their information directly to the Office of the Core.

We are asking all TORs offering a core course this Spring 2023 semester complete this SSA no later than Monday, May 1, 2023.

While we recognize that a course syllabus is not a comprehensive view of what happens day to day in your classroom, this new SSA process enables TORs to provide a more accurate understanding of how your course meets the goals and objectives as described in the Official Core Document for your common course or course within a distribution list.

Please know the information gathered by the SSA Qualtrics goes directly to the Office of the Core, and your name and the specific data you share are only viewable by the Director of the Core and the office's assistant. The Dean of Arts & Sciences, Core Curriculum Advisory Committee, your department chair, and your undergraduate program director will only ever receive an annual report with anonymous, aggregated data at the common course or distribution list level. All TOR names and other identifying markers are removed from any report they receive.

To complete your SSA for your core course, we recommend you have a PDF copy of your syllabus to reference and then attach. This assessment questionnaire should take approximately fifteen minutes to complete for each core course you teach. The SSA is built to prompt your core courses automatically, and only one SSA is required per course (you do not need to complete one for each section you teach). You will also have the opportunity to provide additional information and comments if you would like to elaborate or explain your answers on this form.

When you are ready, click on the following Qualtrics link, and you will be walked through how to complete your SSA: [Take the Survey](#). Please complete it by May 1st.

We appreciate your commitment to Baylor students and the ways you uphold the Vision of the Core that are not easily measured. Thank you for your time and consideration.

Sincerely,
Director, Office of the Core

Qualtrics Preface

Instructions to Complete Your Syllabi Self-Assessment:

To complete a Syllabi Self-Assessment (SSA) for your core course, we recommend you have a PDF copy of your syllabus, which should include course readings and assignments, to reference and then attach. This assessment questionnaire should take approximately fifteen minutes to complete for each core course you teach this semester.

The SSA is designed to automatically populate questions regarding the course title and description, listed and pursued objectives, and diversity integration (if applicable) based on the current undergraduate catalog and the Official Core Document. Only one SSA is required per course (you do not need to complete one for each section you teach). You will also be able to provide additional information and comments if you would like to elaborate or explain your answers on this form. A PDF copy of your syllabus will also be required for survey submission.

The following are a few helpful tips to note while completing this questionnaire:

1. While faculty are expected to integrate course descriptions and each objective on the Official Core Documents into their core course syllabi, they are not required to utilize exact verbiage. Therefore, you will find answer options to questions in the SSA, such as “yes, but edited” or “implicitly pursued.” These answers are not considered negative and are included to more accurately ascertain how the Official Core Documents have been integrated into faculty syllabi.
2. By asking if your course description ‘matches,’ we mean does the course title on your syllabus match the course title on the SSA Qualtrics, which is populated automatically by the title in the current Undergraduate Course Catalog.
3. Objective-related questions include “Shared Knowledge,” “Skills,” or “Virtues” in parenthesis, indicating one of the three ways in which the Core Vision Statement explains holistic learning.
4. You will first indicate “explicit” integration to answer how each objective is pursued. Then you will need to click on the right arrow of the carousel to select pursued “implicit” integration before you’re able to progress.

For any questions on how to complete the survey, please email as_core@baylor.edu.

Thank you for your time and consideration!

Sincerely,

The Office of the Core
The College of Arts & Sciences
Baylor University