

## **Memo to the Admins:**

**From:** Cari Torres-Benavides

**Sent:** Friday, August 10, 2018 4:32 PM

**To:** Chelsey L Perez <[cperez7054@marin.edu](mailto:cperez7054@marin.edu)>; Dianne O'Donnelley <[DODonnelley@marin.edu](mailto:DODonnelley@marin.edu)>; Eileen Acker <[EAcker@marin.edu](mailto:EAcker@marin.edu)>; Grace Mengqi Yuan <[meyuan@marin.edu](mailto:meyuan@marin.edu)>; Jesse Klein <[JKlein@marin.edu](mailto:JKlein@marin.edu)>; Joanna Pinckney <[JPinckney@marin.edu](mailto:JPinckney@marin.edu)>; Kahea L Jackson <[kjackson@marin.edu](mailto:kjackson@marin.edu)>; Kim Foulger <[KFoulger@marin.edu](mailto:KFoulger@marin.edu)>; Melanie Palomino <[mpalomino@marin.edu](mailto:mpalomino@marin.edu)>; Monica Rudolph <[MRudolph@marin.edu](mailto:MRudolph@marin.edu)>; Olga Borisov <[OBorisov@marin.edu](mailto:OBorisov@marin.edu)>; Rebecca K Yim <[ryim@marin.edu](mailto:ryim@marin.edu)>; Sarah Joseph <[sjoseph@marin.edu](mailto:sjoseph@marin.edu)>; Tammera J Johnson <[tjohnson@marin.edu](mailto:tjohnson@marin.edu)>; Vivian Olsen <[VOlsen@marin.edu](mailto:VOlsen@marin.edu)>

**Cc:** Alex Suarez <[ASuarezMaldonado@marin.edu](mailto:ASuarezMaldonado@marin.edu)>

**Subject:** Syllabi Tracking Report in Argos

Thanks again for your time on Monday. I am sending you instructions on how to access the Argos report to pull the spreadsheets to track course syllabi in your departments. Please let me know if you need any help accessing the report, etc.

- 1) Log-in to Argos
- 2) Select "A-Production" and click to bring the folders into view
- 3) Select "OIM"
- 4) Select the "Schedule\_information\_csv" report
- 5) Click on "Run report"
- 6) Select the current term
- 7) Select level (noncredit and/or credit – ignore "CE," which is Community Education courses)
- 8) Select the status (should always be "A" for active courses)
- 9) Select department
- 10) When the information comes into view, right-click to save the file to your local drive and then save it again as an Excel Workbook
- 11) Please remember to create a column header for the syllabi and then note on the spreadsheet if a syllabus is on file for each CRN
- 12) This document should be sent to me no later than October 1<sup>st</sup>

Again, please let me know if I can help in any way and thank you so much for your assistance with this important task.

## **Memo to the Managers:**

**From:** Cari Torres-Benavides

**Sent:** Wednesday, August 29, 2018 10:13 PM

**To:** David Snyder <[DSnyder@marin.edu](mailto:DSnyder@marin.edu)>; Elizabeth Pratt <[EPratt@marin.edu](mailto:EPratt@marin.edu)>; Ryan T Byrne <[rtbyrne@marin.edu](mailto:rtbyrne@marin.edu)>; Marshall Alameida <[malameida@marin.edu](mailto:malameida@marin.edu)>; Carol Hernandez <[CHernandez@marin.edu](mailto:CHernandez@marin.edu)>; Tonya Hersch <[THersch@marin.edu](mailto:THersch@marin.edu)>; Corinna Dyliaacco Calica <[cdyliaacco@marin.edu](mailto:cdyliaacco@marin.edu)>

**Subject:** Current Procedure: Syllabi and SLO Tracking

**Importance:** High

Hello All:

As we are about to finish the second week of classes, I want to remind you of the process for tracking the syllabi in your departments and ensuring that the SLOs on each syllabus match those on the course outline of record. In early August, we conducted a training with the department administrative assistants on how to run the schedule information report in Argos (I sent detailed instructions to them on August 10<sup>th</sup>). The sheets are due back by October 1<sup>st</sup> (going forward, we will make Census Date the deadline since we should know by then which courses are added, cancelled, etc.). While the administrative assistants lead the effort to gather the syllabi and review the SLOs against the course outlines, the managers work with faculty to resolve situations of missing syllabi and/or SLOs that do not conform to the course outline. These issues should be resolved and documented on the spreadsheets before being returned to my office.

Here are the steps that we follow:

1. A week before the start of the semester, the AVP for Instructional Support communicates with the department administrative assistants and managers (dean or director) that it is time run the "schedule information" report from Argos for the current term
2. The department administrative assistant runs the "schedule information" report and adds two columns: "syllabus on file" and "SLOs match COR"
3. On the spreadsheet, the administrative assistant documents that a syllabus is on file for each CRN (section number) and that the student learning outcomes match those on the course outline of record
4. If there are any discrepancies with the SLOs and/or missing syllabi, the manager follows-up with the individual faculty member to address and resolve the problems
5. The completed spreadsheet is sent back to the AVP by Census Date (the Monday after the third week of the term)
6. The AVP reviews the information and files the sheets

Please let me know if you have any questions or suggestions for improving the current tracking system.