

## UCC Primary Syllabus Review

When a UCC course is proposed or substantively revised, the primary syllabus is submitted to Curriculum Strategy for review by the UCC Subcommittee. If a UCC primary syllabus has not been reviewed by the UCC Subcommittee within a five-year period, a prompt will be sent to the chair to request that the primary syllabus be submitted to Curriculum Strategy. This process ensures that UCC primary syllabi are reviewed by the UCC Subcommittee at least once every five years, and that approved courses continue to support the Gen. Ed. program goals and outcomes.

UCC Syllabus Checklist	Yes	No
• Is the <i>primary</i> syllabus for my course in line with the current UCC syllabus guidelines <a href="#">on the Registrar's website</a> ?		
○ Does my UCC <i>primary</i> syllabus acknowledge that the course is part of the UCC program?		
○ Is the course description in my UCC <i>primary</i> syllabus the same as the course description in the catalog?		
○ Does my UCC <i>primary</i> syllabus list measurable student learning outcomes (SLOs) for the course?		
○ Does my UCC <i>primary</i> syllabus list 3-5 UCC cognitive skills appropriate for the tier and aligned with the course SLOs?		
○ Does my UCC <i>primary</i> syllabus include an assessment grid that aligns SLOs, cognitive skills, and planned assessments?		
• Does my UCC <i>course</i> syllabus align with the course description, SLOs, and UCC cognitive skills in the primary syllabus?		
• Do the <i>course</i> syllabi for all sections of my UCC course have the same description, SLOs, and UCC cognitive skills?		

## UCC Assessment Reporting

The UCC cognitive skills should be assessed each year unless the course is offered every other year. A 2-pg. assessment report is expected by Oct. 15, and should cover assessment activities from the previous academic year. Assessment reports are expected for each UCC course (not for each section) following the instructions [on the VPAA website](#). Some units prefer to submit one (larger) combined report that describes the assessment methods, results, and improvements for each of the UCC courses in the unit.

For continuity, UCC assessment reports are *expected* every year, but *required* at least once every two years. If an assessment report for a UCC course has not been submitted within a two-year period, a prompt will be sent to the chair to request the report. This process ensures that UCC cognitive skills are assessed in each course at least once every two years, and that approved courses continue to support the Gen. Ed. program goals and outcomes.

UCC Assessment Report Checklist	Yes	No
• If there are multiple sections of my course, do I collaborate with the other section instructors regarding assessment?		
• For continuity, is a 2-pg. assessment report submitted by Oct. 15 each year (unless the course is offered every other year)?		
• If an assessment report isn't submitted every year as expected, is a report submitted every other year as required?		