IDEAs in Action Course Review Instructions (AIA, EHP, GUE, PDI, WK)

Overview
Thank you for participating in this important syllabi review process for the new IDEAs in Action General Education curriculum. Your careful and thoughtful review of each syllabus is critical to the overall quality and integrity of the new curriculum.

Please review each syllabus to determine that the Student Learning Outcomes (SLO) and the Recurring Capacities (for Focus Capacity courses only) are present and that there is clear alignment between the SLOs and the course assignments/activities/readings.

Note: A separate review by graduate students and administrative staff will verify that each syllabus includes all the required elements (e.g., grading scale, final exam, policies and resources).

You will find that syllabus formats vary; some may include a justification statement on the first page, but this was not required. Each syllabus will be evaluated by two independent faculty raters from each committee (randomly assigned). At least one rater is outside the department of the course. In cases where there is a split decision, a 3rd rater will be assigned.

Deadlines
- **2/14/2020**: Deadline to complete all syllabi. Raters should confirm completion and provide any feedback about the process to ideasinaction@unc.edu.
- **3/1/2020**: Office of Undergraduate Curricula sends 3rd rater assignments (if any) to committee members.
- **3/13/2020**: Deadline to complete 3rd rater reviews.

Process
1. Login to Office 365. Access OneDrive. Find the folder for your committee.
2. The committee folder includes all syllabi and a spreadsheet for each rater.
3. Open the Qualtrics Form at [https://unc.az1.qualtrics.com/jfe/form/SV_eLENehpa47oJd5Pa](https://unc.az1.qualtrics.com/jfe/form/SV_eLENehpa47oJd5Pa)
   a. Select your committee from the dropdown menu.
   b. Select the course to be reviewed from the dropdown menu.
   c. Select your name/rater information.
   d. Provide your evaluation/responses. Submit.
4. To track your progress, please add completion dates on your spreadsheet after each review.

Resources
- Help Guide for OneDrive: [https://help.unc.edu/sp?id=kb_article&sys_id=80ec3b79db2bf8070551ffa6896192f](https://help.unc.edu/sp?id=kb_article&sys_id=80ec3b79db2bf8070551ffa6896192f)
- If you didn’t receive an email invitation to access your committee’s OneDrive folder, please contact ideasinaction@unc.edu.
- Approved IDEAs in Action Curriculum proposal.
- If you experience technical problems with the survey, clear the cache on your web browser. If that doesn’t work, please contact ideasinaction@unc.edu.