

COLUMBIA COLLEGE HOLLYWOOD

INSTITUTIONAL ACADEMIC REVIEW POLICY

TABLE OF CONTENTS

INTRODUCTION.....	3
DEFINITION OF A CREDIT HOUR	3
CONTACT HOURS AND OUT-OF-CLASS STUDENT WORK PER COURSE	3
ACADEMIC QUALITY AND CREDIT HOUR COMPLIANCE PROCESSES	3
I. ANNUAL SYLLABI VERIFICATION PROCESS	4
A. INSTRUCTORS CREATE A COURSE SYLLABUS AND LMS SHELL FOR EACH COURSE	4
1. Syllabus Template Requirements:.....	4
a) Course Code and Title	4
b) Term and year	4
c) Credit Hours	4
d) Course Prerequisites.....	4
e) Course Instructor.....	4
f) Class Meeting Information	4
g) Required Textbooks.....	4
h) Course Description	4
i) Course Learning Outcomes	4
j) Coursework Expectations	4
k) Grade Breakdown.....	5
l) In-class Electronic Device Policy	5
m) Classroom Policies	5
n) Course Calendar	5
o) Institutional Academic Policies.....	5
2. Canvas LMS Shell Requirements:.....	6
a) The completed course syllabus	6
b) The list of graded assessments and assignments linked to the gradebook.....	6
B. ACADEMIC ADMINISTRATORS REVIEW ALL SYLLABI	6
C. COURSE SYLLABUS APPROVAL.....	7
II. OFF-CYCLE COURSE AND SYLLABI VERIFICATION.....	7
A. NEW COURSE VERIFICATION	7
1. Academic Committee New Course Review	7
2. Course and Learning Outcomes Development.....	7
3. Course Learning Outcomes Approval.....	7
4. Instructor Drafts Syllabus	7
5. Draft Syllabus Review, Recommendations, and Revisions.....	7
6. Final Syllabus Approval	7
B. NEW INSTRUCTOR HIRED TO TEACH AN EXISTING COURSE.....	8
1. Full-Time Faculty Mentor Provides Materials to Instructor	8
a) Current version(s) of the course syllabus	8
b) Syllabi for all course prerequisite and post-requisite courses.....	8

COLUMBIA COLLEGE HOLLYWOOD

c) Program curriculum map.....	8
d) Program System Model Book	8
e) Approved Institutional Syllabus Template (MS Word doc)	8
2. Instructor Drafts Syllabus	8
3. Draft Syllabus Review, Recommendations, and Revisions.....	8
4. New Instructor Syllabus Approval	8
5. In some cases, a faculty member may be asked to teach to a pre-prescribed syllabus for the purpose of maintaining uniformity across sections or quarters.	8
C. CURRENT INSTRUCTOR HIRED TO TEACH AN EXISTING COURSE FOR THE FIRST TIME.....	8
1. Materials Provided to the Instructor.....	8
a) Current version(s) of the course syllabus	8
b) Syllabi for all course prerequisite and post-requisite courses.....	8
c) Program curriculum map.....	8
d) Program System Model Book	8
e) Approved Institutional Syllabus Template (MS Word doc)	9
2. Instructor Drafts Syllabus	9
3. Draft Syllabus Review, Recommendations, and Revisions.....	9
4. Syllabus Approval	9
5. In some cases, a faculty member may be asked to teach to a pre-prescribed syllabus for the purpose of maintaining uniformity across sections or quarters.	9
III. QUARTERLY VERIFICATION PROCESSES.....	9
A. REGISTRAR - QUARTERLY CREDIT HOUR VERIFICATION	9
1. On-ground, 4-credit hour courses, the Registrar verifies:.....	9
a) The course is scheduled class sessions totaling 44 contact hours for the quarter.....	9
b) The course is entered and tracked in CampusVue.	9
c) In the case of an institutional holiday, please refer to the Course Make-Up Policy.....	9
2. Online 4-credit hour courses, the Registrar verifies:	9
a) The online course is scheduled for class sessions TBD.....	9
b) The online course is entered and tracked in CampusVue.	9
3. For each internship course, the Registrar verifies:.....	9
a) The internship course is scheduled for class sessions TBD.....	9
b) The internship course is entered and tracked in CampusVue.....	9
c) The internship course includes a minimum of 120 hours at the internship site.	9
B. CREDENTIALED ACADEMIC ADMINISTRATOR - QUARTERLY SYLLABUS VERIFICATION	10
1. Quarter start - Week 1	10
2. Week 2-3	10
IV. FACULTY PERFORMANCE REVIEW POLICY.....	10
A. FACULTY REVIEW	10
Domain 1: Planning and Preparation	10
Domain 2: The Classroom Environment	10
Domain 3: Instruction	10
Domain 4: Professional Responsibilities	10
B. COURSE OBSERVATIONS.....	10

COLUMBIA COLLEGE HOLLYWOOD

INSTITUTIONAL ACADEMIC QUALITY AND CREDIT HOUR COMPLIANCE POLICY

INTRODUCTION

Columbia College Hollywood is committed to ensuring academic quality and credit hour compliance in all courses and curricula. This policy sets forth the policies and processes to ensure academic quality in the following ways:

- Courses are designed to meet or exceed the college's academic standards and are in compliance with the U.S. Department of Education definition of a credit hour
- Course content sufficiently addresses the course learning outcomes
- Course class meetings are scheduled for the correct amount of in-class time relevant to total course credit hours
- Course assignments require sufficient out-of-class student work time relevant to total course credit hours
- Course syllabi meet institutional standards and reflect both academic quality and credit hour compliance

DEFINITION OF A CREDIT HOUR

A credit hour is defined by Columbia College Hollywood and the U.S. Department of Education as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. Senior Thesis and production-based courses may exceed the minimum expectation for out-of-classroom work.

CONTACT HOURS AND OUT-OF-CLASS STUDENT WORK PER COURSE

An on-ground 4-quarter-credit-hour course at Columbia College Hollywood meets for 4-hours/240 minutes each week for 11 weeks for a total of 44 contact hours/2640 contact minutes over the quarter. Each course also requires 8 hours/480 minutes of out-of-class student work per week for a total of 88 hours/5280 minutes of out of class student work over the quarter. Total quarterly contact and out-of-class hours for each course is 132 hours or 7,920 minutes.

ACADEMIC QUALITY AND CREDIT HOUR COMPLIANCE PROCESSES

This policy outlines the following step-by-step processes used to verify courses and syllabi for academic quality and credit hour compliance. These processes include:

- I. Annual Syllabi Verification
- II. Off-Cycle course and Syllabi Verification
- III. Quarterly Credit Hour Verification
- IV. Faculty Performance Review

COLUMBIA COLLEGE HOLLYWOOD

PROCESS INSTRUCTIONS

I. ANNUAL SYLLABI VERIFICATION PROCESS

In preparation for the Fall Quarter marking the beginning of the academic year, all syllabi are updated and verified for academic quality and credit hour compliance. This annual verification is a three-step process involving instructors, full-time faculty, department chairs, and academic deans in preparation for the Fall quarter, which marks the beginning of the Academic Year.

A. INSTRUCTORS CREATE A COURSE SYLLABUS AND LMS SHELL FOR EACH COURSE

All instructors must use the approved Course Syllabus Template to ensure that all syllabi are consistent in format, font, and organization.

1. Syllabus Template Requirements:

All course syllabi must include the following:

- a) Course Code and Title
- b) Term and year
- c) Credit Hours

Includes:

- (1) Credits earned
- (2) Contact hours

- d) Course Prerequisites

- e) Course Instructor

Includes:

- (1) Instructor name
- (2) Instructor's office hours
- (3) Email address and other contact information

- f) Class Meeting Information

Includes:

- (1) Day of the week
- (2) Time class session begins and ends
- (3) Location – classroom or lab name or number

- g) Required Textbooks

- h) Course Description

- i) Course Learning Outcomes

- j) Coursework Expectations

This section begins with the statement "To obtain a passing grade in this course, students are required to..." The numbered list must include:

- (1) Assessment and assignment breakdown

A clear breakdown of all graded assessments and assignments (named identically in the Grade Breakdown section below), including expectations for any of the following:

- (a) Participation

COLUMBIA COLLEGE HOLLYWOOD

- (b) Readings
 - (c) Quizzes
 - (d) Midterm exam
 - (e) Presentations
 - (f) Essays
 - (g) Projects
 - (h) Final exam
- (2) Due dates for assessments, assignments, and projects
 - (3) Page count requirements for written assignments
- k) Grade Breakdown
 - (1) Lists each graded assessment and assignment named identically as in the Coursework Expectations section above
 - (2) Assigns a percentage to each assessment and assignment to total 100%
 - (3) Assigns a number of points to each assignment
- l) In-class Electronic Device Policy
 - m) Classroom Policies
 - An explanation of policies set by the individual instructor.
 - n) Course Calendar
 - Includes:
 - (1) Weekly course outline & lesson plans, including:
 - (2) Scheduled in-class assessments and projects
 - (3) Out-of-class student work and assignments for each week, including specifics of reading, writing, film screening, and project assignments
 - (4) Due dates
 - o) Institutional Academic Policies
 - Includes:
 - (1) Credit Hour Definition
 - (2) Attendance Policy
 - (3) Academic Integrity Policy
 - (4) Disability Services
 - (5) Add/Drop Policy
 - (6) Course Withdrawal Policy
 - (7) Incomplete Policy
 - (8) Institutional Grade Scale
 - (9) Satisfactory Academic Progress (SAP) Policy

Instructors are not limited to the information listed above, which are the minimum requirements to meet the expected level of quality in each syllabus. Additional elements may be added to enhance student learning and understanding of course requirements and expectations.

COLUMBIA COLLEGE HOLLYWOOD

2. Canvas LMS Shell Requirements:

All courses must include an updated Canvas LMS shell that corresponds with the course.

Instructors are not limited to the information listed below. Additional elements may be added to the Canvas shell. The expectations listed below are the minimum requirements to meet the expected level of Canvas shell quality. The Canvas shell must be activated prior to the start date of the course and must include:

- a) The completed course syllabus
- b) The list of graded assessments and assignments linked to the gradebook

B. ACADEMIC ADMINISTRATORS REVIEW ALL SYLLABI

Each completed course syllabus and Canvas LMS shell must be reviewed to ensure it meets the expected course learning outcomes and is in credit hour compliance. A credentialed academic administrator on the designated campus, such as the Dean of Academic Affairs, an Associate Dean, Department Chair, or Full-time Lead Faculty member, must review all syllabi in their department or area of study.

The academic reviewer responsible for verifying a course syllabus uses the *Learning Outcome Review and Credit Hour Verification Checklist Form* to determine whether a course meets institutional expectations. The *Learning Outcome Review and Credit Hour Verification Checklist Form* includes the following questions:

- Does the lesson plan address all course learning outcomes adequately?
- Is the course in alignment with program learning outcomes?
- Is the course taught at the appropriate level relative to course code number and program alignment?
- Does the course work within its prerequisite and post-requisite requirements?
- Does the course utilize the proper equipment or technology, and available resources?
- Are the teaching methods appropriate?
- Are the course assignments appropriate?
- Are there weekly assignments or on-going assignments out of class?
- Are all assignments listed and graded on a point system for the course?
- Does the lesson plan reflect the credit hour definition for a 4-quarter-credit-hour course?
 - ON-GROUND COURSE REQUIREMENTS
 - 11 weeks
 - 4 hours in-class per week
 - 8 hours out-of-class student work per week (minimum)
 - ONLINE COURSE REQUIREMENTS
 - 11 weeks
 - 2 contact (synchronous) hours per week
 - 10 hours out-of-class student work per week (minimum)
 - INTERNSHIP COURSE REQUIREMENTS
 - 120 contact hours at internship site
 - Weekly homework and final project or assignment
 - Arrangement for instructor to collect direct feedback from the internship provider

COLUMBIA COLLEGE HOLLYWOOD

C. COURSE SYLLABUS APPROVAL

The Dean of Academic Affairs, Associate Dean, Department Chair, or Full-time Lead Faculty member on the relevant campus who is responsible for the course's area of study gives initial approval to the instructor via email. Updates to the syllabi may be requested at any time.

II. OFF-CYCLE COURSE AND SYLLABI VERIFICATION

Prior to Winter, Spring, and Summer quarters, each newly proposed course and each course that may be taught by a new instructor or an instructor who will be teaching the course for the first time must go through a development and verification process involving the academic committee and the Dean of Academic Affairs, Associate Dean, Department Chair, or Full-time Lead Faculty member on the relevant campus who is responsible for the course's area of study.

A. NEW COURSE VERIFICATION

A new course may be proposed by an instructor or by the academic committee. A newly proposed course must go through the following process before being added to the schedule for the quarter.

1. Academic Committee New Course Review

The academic committee reviews and approves the course proposal or identifies the need for the new course relevant to program learning outcomes.

2. Course and Learning Outcomes Development

The academic committee, in conjunction with the tentative course instructor and/or subject matter experts, develop the course code, title, and course learning outcomes for the proposed course.

3. Course Learning Outcomes Approval

Course learning outcomes are approved by the Dean of Academic Affairs, Associate Dean, Department Chair, or Full-time Lead Faculty member on the relevant campus who is responsible for the course's area of study.

4. Instructor Drafts Syllabus

The tentative instructor drafts the course syllabus using the approved institutional syllabus template (MS Word doc). The completed syllabus draft must be submitted to the academic committee for review no less than 4 weeks prior to the start of the quarter (or on a schedule assigned by the dean, department chair, or Full-time Lead Faculty.)

5. Draft Syllabus Review, Recommendations, and Revisions

The academic committee reviews the syllabus draft using the *Learning Outcome Review and Credit Hour Verification Checklist Form* and makes recommendations for revision. Updates are made by the tentative instructor

6. Final Syllabus Approval

The Dean of Academic Affairs, Associate Dean, Department Chair, or Full-time Lead Faculty member on the relevant campus who is responsible for the course's area of study gives initial approval to the instructor via email.

COLUMBIA COLLEGE HOLLYWOOD

B. NEW INSTRUCTOR HIRED TO TEACH AN EXISTING COURSE

When new instructor is hired to teach an existing course, a Full-time Faculty mentor assists the new instructor with developing a syllabus for the existing course using the following process:

1. Full-Time Faculty Mentor Provides Materials to Instructor

A Full-time Faculty mentor is assigned to the new instructor to assist in development of the instructor's course syllabus. The Full-time Faculty mentor provides the following materials to the new instructor:

- a) Current version(s) of the course syllabus
- b) Syllabi for all course prerequisite and post-requisite courses
- c) Program curriculum map
- d) Program System Model Book
- e) Approved Institutional Syllabus Template (MS Word doc)

2. Instructor Drafts Syllabus

The new instructor drafts a syllabus and delivers it to the Full-time Faculty mentor a minimum of four (4) weeks before the course start date (or as assigned by the mentor).

3. Draft Syllabus Review, Recommendations, and Revisions

The Full-time Faculty mentor reviews the draft syllabus using the *Learning Outcome Review and Credit Hour Verification Checklist Form* and makes recommendations. The new instructor makes revisions to the course syllabus.

4. New Instructor Syllabus Approval

The Full-time Faculty mentor gives initial approval based on the *Learning Outcome Review and Credit Hour Verification Checklist Form* and delivers the approval and syllabus to the Dean of Academic Affairs or Department Chair on the relevant campus via email. The Dean or Department Chair gives final approval for the course and syllabus to both the Full-time Faculty mentor and the new instructor via email.

5. In some cases, a faculty member may be asked to teach to a pre-prescribed syllabus for the purpose of maintaining uniformity across sections or quarters.

C. CURRENT INSTRUCTOR HIRED TO TEACH AN EXISTING COURSE FOR THE FIRST TIME

When current instructor is assigned to teach an existing course for the first time, the following process is followed.

1. Materials Provided to the Instructor

The Department Chair or Full-time Lead Faculty member on the relevant campus who is responsible for the course's area of study provides the following materials to the instructor:

- a) Current version(s) of the course syllabus
- b) Syllabi for all course prerequisite and post-requisite courses
- c) Program curriculum map
- d) Program System Model Book

COLUMBIA COLLEGE HOLLYWOOD

- e) Approved Institutional Syllabus Template (MS Word doc)
2. Instructor Drafts Syllabus

The instructor drafts a syllabus and delivers it to the a minimum of four (4) weeks before the course start date (or as assigned by the Department Chair or Lead Faculty member).
3. Draft Syllabus Review, Recommendations, and Revisions

The Department Chair or Full-time Lead Faculty member reviews the draft syllabus using the *Learning Outcome Review and Credit Hour Verification Checklist Form* and makes recommendations. The instructor makes revisions to the course syllabus.
4. Syllabus Approval

The Department Chair or Full-time Lead Faculty member gives initial approval based on the *Learning Outcome Review and Credit Hour Verification Checklist Form* and delivers the approval and syllabus to the Dean of Academic Affairs on the relevant campus via email. The Dean gives final approval for the course and syllabus to both the Department Chair and the instructor via email.
5. In some cases, a faculty member may be asked to teach to a pre-prescribed syllabus for the purpose of maintaining uniformity across sections or quarters.

III. QUARTERLY VERIFICATION PROCESSES

Prior to and at the beginning of each academic quarter, all courses undergo verification for credit hour compliance and academic quality. This process involves the participation of the Registrar and a credentialed academic administrator, such as the Dean of Academic Affairs, Associate Dean, Department Chair, or Full-time Lead Faculty member on the relevant campus.

A. REGISTRAR - QUARTERLY CREDIT HOUR VERIFICATION

During Weeks 2 through 6 of the prior academic quarter, all courses that are going to be offered on-ground and online are verified for credit hour compliance in class session scheduling and are entered and tracked in the college's student information system, CampusVue.

1. On-ground, 4-credit hour courses, the Registrar verifies:
 - a) The course is scheduled class sessions totaling 44 contact hours for the quarter.
 - b) The course is entered and tracked in CampusVue.
 - c) In the case of an institutional holiday, please refer to the Course Make-Up Policy.
2. Online 4-credit hour courses, the Registrar verifies:
 - a) The online course is scheduled for class sessions TBD.
 - b) The online course is entered and tracked in CampusVue.
3. For each internship course, the Registrar verifies:
 - a) The internship course is scheduled for class sessions TBD.
 - b) The internship course is entered and tracked in CampusVue.
 - c) The internship course includes a minimum of 120 hours at the internship site.

COLUMBIA COLLEGE HOLLYWOOD

B. CREDENTIALED ACADEMIC ADMINISTRATOR - QUARTERLY SYLLABUS VERIFICATION

At the start of each quarter, all syllabi for courses currently offered are reviewed and verified by a credentialed academic administrator, such as the Dean of Academic Affairs, Associate Dean, Department Chair, or Full-time Lead Faculty member on the relevant campus, according to the following schedule:

1. Quarter start - Week 1

The appropriate credentialed academic administrator reviews and verifies that each current course syllabus includes all required content and has been developed in the correct format, font, organization using the approved institutional syllabus template (see I.A.1. Syllabus Template Requirements)

2. Week 2-3

The appropriate credentialed academic administrator verifies that each current course has a Canvas LMS shell that corresponds to the course. The Canvas shell must be activated and must include the approved syllabus and list of graded assessments and assignments linked to the gradebook.

IV. FACULTY PERFORMANCE REVIEW POLICY

All faculty, full time instructors and adjunct instructors receive annual performance reviews. The Dean of Academic Affairs, Associate Dean, or Department Chair on the relevant campus is expected to perform the following for each faculty member. All comprehensive performance reviews are completed by the faculty member's direct supervisor, such as the Dean of Academic Affairs, Associate Dean, or Department Chair. Course observations (as part of the performance review) may be completed by a credentialed full time lead faculty and submitted to the direct supervisor for adjunct instructors. The supervisor may elect to directly observe any instructor as part of the performance review.

A. FACULTY REVIEW

Each currently-employed adjunct faculty member undergoes a minimum of one (1) performance review per year. Instructor's performance is measured on 4 Domains:

Domain 1: Planning and Preparation

Domain 2: The Classroom Environment

Domain 3: Instruction

Domain 4: Professional Responsibilities

B. COURSE OBSERVATIONS

Each currently-employed adjunct member undergoes a minimum of one (1) teaching observation per year (excluding the 1st quarter evaluation for new faculty). A course observation of an adjunct instructor may be administered by a FT faculty member and reviewed with the adjunct faculty member's direct manager.

The individual performance evaluations not only serve as tool to guide faculty in their individual growth and professional development, but also serve as tool for the college to improve course and program quality. The

COLUMBIA COLLEGE HOLLYWOOD

templates and forms are used to guide the process to ensure fair and comprehensive reviews are:

- *Adjunct Faculty Performance Evaluation Template*
- *Full-time Faculty Performance Evaluation Template*
- *Teaching Observation Form for Continuing Faculty*
- *Faculty Performance Evaluation Rubric*