

## **Audit Roadmap**

1. Send email to all chairs/directors to let them know our SLOs & category definitions have recently been updated & ask them to please have instructors update all General Education syllabi. Mention we are going to be undertaking an audit of Gen Ed courses in the near future.
2. Create user-friendly syllabus checklists for all General Education designations:
  - a. dovetail with General Education syllabus checklist (request insertion into General Education syllabus checklist pointing instructors to designation-specific checklists).
  - b. dovetail with Quest syllabus checklist as they have already done the heavy lifting of quantifying metrics used in approving/auditing
  - c. start with Biological Sciences designation as this is one of the more straight-forward designations for checklist.
  - d. use Biological Sciences as a template for Mathematics and Physical Sciences designations.
3. Ask depts/units to self-audit using checklist for General Education syllabi and designation SLO checklists (spring 23). Give a timeframe in which this needs to be done.
4. After this timeframe is up we begin our audit
  - a. How we perform the audit (each class, random classes, only ones known to be issues in the past?) is still being determined.