

Fifteen Years of Innovation in Syllabus Management

Going Beyond Accreditation Recommendations

Syllabus Collection and Consistency Challenges

Syllabus management became a high priority for FMCC in 2006, when the institution was cited by their accreditor, Middle States, for lacking an assessment process to ensure consistency in the curriculum.

An accreditation review can be a nerve-wracking experience, and the Middle States site visit was no exception. FMCC faced the challenge and began the steps to conduct their re-accreditation process. Stepping up to the plate to lead the charge was their Academic Affairs and Provost's Office, and they were determined FMCC would be in compliance no matter the work involved.

Consistency was the overarching goal for FMCC, and like most community colleges, they employed a significant number of adjunct faculty. While the contributions of FMCC adjunct faculty were, and are still, invaluable to the institution, the part-time nature of the position created additional challenges for consistent syllabus management.

Filing Cabinets Take the Stage

It was all-hands on deck after the Middle States visit. FMCC got straight to work creating a process for collecting syllabi by hand or email. Administrators gathered all documents and recorded them on a spreadsheet to track who had or hadn't turned in their syllabus. Once collected, hard copies were shuffled into filing cabinets – where they sat, not once proving useful other than having been collected.

This low-tech, high effort, approach worked well enough as a baseline for knowing who had and had not turned in a syllabus, but FMCC knew it could do much better. It was ready to take the next step of reviewing syllabi for compliance, and doing so manually wasn't going to cut it. They needed something far more efficient that was centralized, searchable, and that allowed general access to the entire campus community. Building a system in-house was not in their plans, so it was time to look outside for help.

Highlights

Streamlined the syllabi collection process for auditing purposes

Gave administrators, faculty, and students time back to focus on more important tasks

Built a comprehensive system that now goes beyond Middle States Accreditation recommendations

Syllabi became more student and faculty-focused with user-friendly interface



Concourse Syllabus Has What We Need

FMCC first discovered the Concourse Syllabus solution at an EdTech conference. Specifically, it was Concourse Starter that caught their eye with its basic syllabus management platform. The institution found it had all the features they were looking for including centralization, a search feature, *and* it was intuitive. They liked that it integrated directly with the LMS and administrators would be pleased with the reports that made auditing syllabi a pleasure, not a challenge.

Discovering all the positive characteristics of the platform at the conference, FMCC presented the solution on campus, and the decision to adopt this tool was supported by deans, faculty, and administrators. It was time to move forward with Concourse Starter to address and support Middle States standards

Adopting a new solution can be a tedious endeavor, but FMCC started small and asked faculty to submit their syllabi like they normally did (email or hard-copy drop-off). Administrators then uploaded the current documents into Concourse Starter and then went back and to post historic syllabi. Within one semester, FMCC had successfully implemented the solution.

About us

Since 2007, we have been focused on one thing: helping our clients improve syllabus management. We know what it takes to make the syllabus management process smooth and seamless, and we are ready to help you put this powerful tool to work for your institution.

www.intellidemia.com | info@intellidemia.com | (855) SYLLABUS

A Smoother Accreditation Review Experience

Concourse Starter has proven to be a daily asset to FMCC. Everyone enjoys its direct nature, its convenience, and its presentation. Faculty are happy with the ease of the tool and students appreciate that they can consult former and current syllabi without prompting someone to dig through filing cabinets. Because of Starter, FMCC now enjoys a comprehensive and efficient system that has taken them beyond the accreditors' recommendations.

Manually managing syllabi is a thing of the past, and there are now more than 1,000 syllabi added each year. The ability to audit quickly and conduct full text searches have saved team members immeasurable amounts of time. Compliance reports are generated with lightning speed, and FMCC is pleasantly surprised how much Concourse Starter is referred to by students who have been empowered to use their syllabi daily to keep up with course material.

The present *and* future of syllabi management is very bright at FMCC, as they boast expert-level utilization and management of Concourse.

About Fulton Montgomery Community College

Fulton–Montgomery Community College is a public community college in Johnstown, New York. It is part of the State University of New York and serves Fulton and Montgomery counties. The college offers 45 degree and certificate programs, 30 campus clubs, and is a member of the NJCAA, offering Division III sports in basketball, soccer, baseball, softball and volleyball.

“Concourse Starter had all of the features FMCC was looking for in a solution. It's centralized, searchable, and easy-to-use.”

Diana Putnam

Provost and Vice President for Academic and Student Affairs