

## **Helpful Hints/Recommendations from the Fine Art TAG Panel**

The most essential element in submitting a course for TAG approval would be to provide information on how all of the outcomes are specifically addressed in the course content. Make certain your syllabus does not simply indicate THAT the outcomes are addressed, but HOW they are addressed as well. The best way of indicating this is to provide a list of assignments or a week-by-week breakdown of course topics in which the incorporation of the learning outcomes is evident. Absent this, a detailed description of the course which gives a general indication of how the relevant Learning Outcomes will be achieved should be included. Do not simply insert the OBOR language of Learning Outcomes into an already-existing syllabus that may not otherwise indicate that all the Learning Outcomes will be achieved.

Make certain the syllabus is not self-contradictory, e.g. the course description indicates certain concepts will be covered but the daily/weekly schedule contradicts this or shows no indication that these same concepts are covered during class.

It is also important to remain cognizant of the fact that this is a course to course transfer and must not disadvantage a student transferring in to or out of the institution. Significantly exceeding the course outcomes or combining two courses that significantly exceed the outcomes will prevent course approval.