**Additional Guidance for Compiling Your Program’s “Eligible Course List”**

* Discuss with your program who is going to compile a preliminary eligible course list.
* Compile the preliminary list:
  + Go to the Syracuse University Course Catalog and find your program description.
  + Consider using the matrix template (link) for recording all of the courses that are listed in the program description that carry the three-letter prefix over which your program/department has control.
  + Fill in the matrix columns for each course using ONLY the information that appears when you click on the individual course descriptions in the program description.
  + Make a preliminary call on whether a course should be tagged and what the priority might be.  (Y’s in the first four columns indicates a high priority.  One N may indicate a medium priority. More than one N may indicate a low priority
* Schedule a meeting with your program faculty to discuss courses to:
  + remove from or add to the preliminary list (tip: check the overall course list for your program as it appears in the course catalog)
  + affirm, upgrade or downgrade course priorities
  + establish who the “responsible faculty” are for each course.
  + count how many courses are eligible for tagging.  Multiply by .7.   That’s how many courses you should be tagging before September 1st, 2022. Share this number with your senior associate dean and [competencies@syr.edu](mailto:competencies@syr.edu).
  + Establish a workable division of labor to do the tagging
  + Congratulations! You have an eligible course list!
* Start tagging!
  + Remember to have group conversations about courses taught on rotation, in multiple sections, or that require concurrent enrollment
  + Reach out to programs that cross-list courses with you: are they doing the tagging or are you?
* Don’t forget to sign up for one of the tagging work sessions OR ask us to come and run a community work session for you!  <https://effectivness.syr.edu/>  or [competencies@syr.edu](mailto:competencies@syr.edu)