

**DIN: 3115-1-01**  
**Policy Name: Academic Program Assessment Policy**

**Policy**

All academic programs at Northwest Technical College will develop and implement plans for assessing effectiveness. These plans will include assessment of all approved Learning Outcomes for the program to provide evidence of learning at occupational the entry-level and/or at the level deemed appropriate for graduates of technical college programs. The results of these assessments shall be used by the program faculty to plan strategies for continuous quality improvement.

**Purpose**

This policy ensures that the College’s programs’ requirements are appropriately designed and delivered so that learners who successfully complete the program will have had the opportunity to gain the knowledge and skills needed by an entry level employee in the identified occupation. This provides evidence that the College is fulfilling its mission of educating individuals and building a “high-performance” workforce.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Director of Institutional Effectiveness	Ensure that a process is in place to fulfill this policy. Provide support and training to enable college personnel to complete the process.
Dean of Academic and Co-Curricular Affairs	Provide support for assessment of learner academic achievement process. Ensure and monitor the implementation of the process, as well as the results. Review and assess the assessment process.
Academic Associate	Provide support for faculty in planning and developing assessment activities.
Faculty	Plan and implement the plans for assessing learning following <u>Academic Program Assessment Process (DIN 3115-2-01)</u> Maintain an appropriate knowledge level of assessment techniques to successfully implement this policy.
Advisory Committees	Provide input and feedback relative to the required skills. Provide expert review of learner achievement.

**Supporting References**

Listed below are document(s) that support this policy:

- Academic Program Assessment Process (DIN 3115-2-01)

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:20 PM
Document Number:3115-1-01	Rev.	Page 1 of 1	Level # 1
Title: Academic Program Assessment Policy			Implementation Date: 1-8-04
Approved: President Quistgaard	Date: 1-8-04	Check here if this policy is to be included in campus handbook:	X