

DIN: 3115-2-01.1
Name of Process: **Creating Program Outcomes for New Programs**

Purpose

This process is designed to ensure that new programs have developed appropriate, well-constructed program outcomes that communicate what graduates are expected to know and be able to do by the time they graduate.

Scope

This process includes all new programs at any level (i.e. Certificate, diploma, degree).

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Program Outcomes	Statements that tell what graduating learners can expect to know and be able to do as a result of successfully completing their program.
Criteria for program outcome construction	Program outcomes begin with a present tense action verb that describe with the learner will do or know; clearly communicate knowledge, skills and/or attitudes that the learner will be able to perform; conform to industry standards and expectations. All outcomes are validated by program advisory committees. Sources for outcome research are Dictionary of Occupational Titles, national industry standards, DACUM/Job Task Analyses, and/or review of similar programs (this is certainly only a partial list of sources).

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Academic Support Coordinator	Upon approval of new program, send the information to the Academic Associate to work with faculty to develop program learning outcomes that are appropriate and well-constructed.
2	Academic Associate	Work with the faculty member(s) or consultants to write program learning outcomes that communicate learning expectations and standards for program graduates and that conform to the college's criteria for program outcomes.
3.	Faculty	Write program outcomes in accordance with College requirements and expectations.
4.	Academic Associate	Review program outcomes for compliance with college expectations for program outcomes. Work with faculty as needed to make any revisions. Remind faculty to bring the outcomes for Program Advisory Committee review input and validation to the committee's next meeting.
5.	Faculty	Bring program outcomes draft to Program Advisory Committee meeting for their review, input, and ultimately,

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		for validation. Make revisions as needed. Return validated outcomes to Academic Associate for addition to the official program outcome list and to Division Chair as FYI.
6.	Academic Associate	Add approved Program Outcomes to the spreadsheet of official, approved Program Outcomes. Send revised spreadsheet to the appropriate web programmer to upload to the college website Programs and Courses page. Forward new outcomes to the Dean of Academics as an FYI and to the WIDS specialist for ensuring that the new program outcomes (or revised outcomes) are added to the WIDS library.

Supporting references

Listed below are college documents that support this process:

[Dictionary of Occupational Titles](#)

[3115-2-01 Validating Program Learning Outcomes](#) process

[3115-4-01 Program Learning Outcome Validation](#) form

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