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DIN: 3115-2-01.2
Name of Process: Updating Revised (or New) Program Outcomes to all Impacted Places

Purpose

This process is designed to help ensure that when program outcomes are revised, or created for the first time, the additions/revisions are added to the college’s website and they are also added or revised in the NTC Outcomes Library in WIDS and in the program’s Academic Program Improvement Plan (assessment plan), as well as uploaded to the Program Outcomes section of the [NTC eFolio Resource Site](#).

Scope

Any program with new or revised program learning outcomes.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Program Advisory Committee	A group of advisors for program faculty who come directly from the industry for which they are advising. The Program Advisory Committees are a source of new program information, feedback on outcomes, standards, equipment, knowledge and skills needed by entry level employees.
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.
Academic Program Improvement Plan	This is the program’s assessment plan and report. The program outcomes are listed in the Matrix. If revisions are made, they need to be reflected in the matrix.
WIDS Outcomes Library	Official library that populates the Outcomes that pull up in WIDS for NTC programs.
Course Outline	Official course outline created in WIDS (.crs file).

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Program Faculty	<ul style="list-style-type: none"> When program outcomes have been revised (or new, if a new program), send list of new or revised program outcomes that have been validated by the program’s Advisory Committee to the Academic Associate.
2	Academic Associate	Keep record of the changes by program. Enter the outcomes into the Program Outcome Inventory spreadsheet for the current year. Send the revised spreadsheet to the following people for action:

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		<ul style="list-style-type: none"> • Send whole spreadsheet WITHOUT highlighting the changes as pdf to appropriate web programmer to upload it to the Programs and Courses page. • Send spreadsheet with the changes highlighted to <ul style="list-style-type: none"> ○ Academic Affairs and Standards Council chair and Academic Dean as an FYI ○ Division Chairs to notify program faculty in the affected program of the changes so they can update the Program Academic Improvement Plans (course matrix) and update the links to Program Outcomes in the course .crs files for WIDS. ○ WIDS coach to be sent to the WIDS programmers for adding the new or revised outcomes to the NTC Outcomes Library. ○ Institutional Effectiveness director to update the Program Outcomes Assessment for affected programs. ○ Assessment Coordinator to make indicated changes to the Academic Program Improvement Plan form of impacted programs. ○ Academic Affairs Support Coordinator to make updates to the curriculum data base • When the new spreadsheet has been uploaded to website and made in WIDS, notify faculty of the process to update their WIDS program on their laptops with the new outcomes. • Enter revised Program Outcomes to eFolio Resource Site, labeling them with the fiscal year in which they take effect (i.e. they apply to newly enrolling learners as of the fall semester of that year).
3	Assessment Coordinator	<ul style="list-style-type: none"> • Make revisions as received by Academic Associate to Academic Program Improvement Plans (add to Matrix). Send the revised form to the program faculty.
4.	Program faculty	<p>Upon receipt of the program Academic Program Improvement Plan (assessment plan) from the Assessment Coordinator with the revised outcomes</p> <ul style="list-style-type: none"> • make any changes to the matrix of courses for revised outcomes, if necessary. For new outcomes, identify the courses in which the outcome is assessed, following the protocol for rating the level of assessment.
5	WIDS Coordinator	<ul style="list-style-type: none"> • Notify WIDS of changes to make to the WIDS Outcomes Library. When notified that the changes have been made, send global email notice to all faculty, the Dean of Academics and the Academic Support Coordinator that the new/revised outcomes have been added to the WIDS Library.

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		<ul style="list-style-type: none"> Remind faculty in the affected programs that they need to re-upload the Outcomes Library to their computers. Refer them for assistance in this process, if needed, to the campus WIDS coach.
6	Program Faculty Course Outline "owners"	<p>Make any changes to Program Outcomes links in course outlines impacted by revisions—see Course Matrix in the Academic Program Improvement Plan (assessment plan)--in the .crs files for the courses for which they are the "owner." Faculty can wait until the WIDS library has been updated or or they can make the revisions themselves by keying in the revisions.</p> <p>Link any new program outcomes to appropriate courses, as identified in the matrix in the Academic Program Improvement Plan (assessment plan).</p>
7	Institutional Effectiveness Office – Research Analyst	<p>Make revisions to Program Outcomes Assessment surveys for all impacted programs (to reflect changes and/or new outcomes). Save the revised survey as the current year's version. This revised version will be used for people starting in the current school year (i.e. one-year programs), but graduating learners from two-year programs in the current academic year will be sent the Programs Outcomes Assessment as it was PRIOR TO the revisions.</p>

Supporting references

Listed below are college documents that support this process:

- 3115-2-03 Creating and Revising Program Learning Outcomes
- [3115-2-01 Validating Program Learning Outcomes](#) process
- [3115-4-01 Program Learning Outcome Validation](#) form

[NTC eFolio Resource Site](#)

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