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DIN: 3115-2-01
Name of Process: Validating Program Learning Outcomes (Annual)

Purpose

This process is to be used annually to validate program learning outcomes to ensure that they are and remain appropriate, industry-verified, entry-level outcomes.

Scope

This process applies to all programs at NTC.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Industry	Refers to the occupational area of our programs
National Skills Standards	Actual standards identified by business and industry at the national level. These can be found at the Career and Technical Education National Dissemination Center repository of standards: http://www.nccte.org/Repository/index.asp . Another excellent source is O*Net Occupational Information Network at http://www.onetcenter.org/whatsnew.html
Job Task Analysis	A purposeful process whereby employees in an industry help to identify specific skills within that industry, helping to form the foundation for the curriculum for an occupational program.
SCANS skills	General employability skills identified through the Secretary's Commission for Achieving Necessary Skills). These can be located at the Department of Labor site: http://wdr.doleta.gov/SCANS/ . A useful article summarizing the implementation of SCANS can be found at http://www.nccte.org/publications/infosynthesis/highlightzone/highlight10/index.asp#M1
Program advisory committee	A group of representatives from business and industry who provide input and feedback for technical programs to ensure up-to-date curriculum, give input on recommended equipment for use in lab courses, and give general feedback on the impact of the program.
AASC	Academic Affairs and Standards Council
Division Chair	Faculty member named as chair of a group of related programs (division).

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Process

The table below describes responsibilities for this process:

Stage	Who	Description	
1	Program Faculty	Review their approved program learning outcomes with all faculty in the division. Gather input for suggested revisions by researching the latest information on skills required in the industry, new technologies, general skill expectations of industry, etc. Develop potential revisions.	
2	Advisory Committees	Review current program learning outcomes and faculty suggestions for revisions. Analyze research and provide expert opinions. Endorse learning outcomes as presented and/or revised.	
		IF Advisory committees endorse outcomes,	THEN, move to next step.
		IF advisory committee does not endorse outcomes,	THEN, continue research and, utilizing research and advisory committee input, prepare revisions to re-present to advisory committee.
3	Program faculty	Secure and document consensus from all faculty in the program for adopting revisions or keeping same outcomes. Give to Division Chair for presenting to the Dean of Academic and Co-Curricular Affairs.	
		IF consensus is not achieved	THEN document the varied positions for presenting to the Division Chair and Dean.
4	Dean and Division Chairs	Review all program outcomes and approve.	
		IF program outcomes are not approved	THEN Division Chair returns to program faculty, working with them related to the concerns of the Dean and Division Chairs.
		IF program outcomes are approved	THEN Dean keeps record of approved outcomes and provides the approved outcomes to the AASC for documenting the completion of the review process.

Supporting references

Listed below are college documents that support this process:

- 3115-1-01 Academic Program Assessment
- 3115-4-01 Program Learning Outcomes Validation Form

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