

DIN: 3115-3-01
Name of Procedure: Updating Program Outcomes for Web and WIDS

Purpose

This procedure 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.

Scope

This procedure is completed by the Academic Associate.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition/Description
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.

Procedure

The table below describes the steps in this procedure:

Step	Action
1	Upon notification of the approval of a new program, initiate with new faculty the writing of the program outcomes. Ensure that the faculty bring the outcomes for validation to the Program Advisory Committee. Minutes will reflect approval or changes. Each Fall Semester, remind faculty to have their Program Advisory Committee review their current outcomes and either re-validate or make revisions.
2	Upon the completion and approval of a program’s learning outcomes (either new or revised), as validated by the program advisory committee, enter the outcomes into the Program Outcome Inventory spreadsheet for the current year, and send them to the Academic Affairs and Standards Council chair, Division Chair, and Academic Dean as an FYI item. Ensure that the revised spreadsheet is uploaded to the Programs and Courses page of the NTC website and the outcome changes are made in the eFolio Resource Site.
3.	Forward the program name and outcomes to campus WIDS coach to be sent to the WIDS programmers for adding the new or revised outcomes to the NTC Outcomes Library.

4.	When outcomes have been added to WIDS (i.e. received return notification that the outcomes have been added) and the spreadsheet showing the outcomes has been uploaded to the college website, notify the faculty, the Dean of Academics and the Academic Support coordinator that the new/revised outcomes have been added to the website and to WIDS. 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.
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Supporting references

Listed below are college document(s) that support this procedure:

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

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