



**PROGRAM LEARNING OUTCOME VALIDATION**

3115-4-01

Directions: Complete the following. Attach a copy of the program's Learning Outcomes and submit to the Division Chair.

Program Title: \_\_\_\_\_ CIP Code: \_\_\_\_\_ Division: \_\_\_ Health/Human Services \_\_\_ Industrial Technology \_\_\_ Business/Services

Program Award: AAS Diploma Certificate # of credits \_\_\_\_\_

**INDUSTRY VALIDATION:**

- In addition to program advisory committee endorsement, these program outcomes were validated according to industry standards identified by the following (check as many as apply but must check at least one). Supporting documentation must be available but need not be attached.
  - National Skills Standards
  - Program accreditation standards
  - Job Task Analysis (within past 3 years)
  - SCANS skills
  - Other Specify: (NOTE: Other means of validation must be valid means that are acceptable to the Academic Affairs and Standards Council. Check with the AASC chair for more information.)
- \_\_\_\_\_ Date of the most recent program advisory committee meeting with minutes showing committee endorsement of program outcomes. The minutes must be available but need not be attached unless specifically requested.

**FORM AND LEVEL VALIDATION:**

Respond to each of the following:

\_\_\_ All program outcomes are written in a manner consistent with best practices. If not, by what date will this be accomplished? Target date: \_\_\_\_\_

\_\_\_ All program outcomes reflect entry-level knowledge and skill required by industry (i.e. the program outcomes reflect the uppermost level of skill/knowledge at which students are assessed in the program and this level MATCHES industry entry level expectations). If not, by what date will this be accomplished? Target date: \_\_\_\_\_

**INTERNAL VALIDATION:**

Secure program faculty endorsement.

\_\_\_ These program outcomes are being presented with the endorsement of program faculty. Documentation of consensual endorsement must be available, but need not be attached. (NOTE: While consensus is preferred (i.e., everyone agrees), a program's Learning Outcomes must be endorsed by at least a majority of the program's faculty; minority opinion must be provided so the Academic Affairs and Standards Council is aware of the issues.)

Submit completed form, along with Program Learning Outcomes, to the Division Chair for review by the Division Chair Group.

**DIVISION CHAIR APPROVAL:**

\_\_\_ YES \_\_\_ NO These program outcomes are approved as presented. If NO, reasons for not approving:

Date \_\_\_\_\_

**EFFECTIVE DATE:**

These program outcomes are effective as of (semester and year): \_\_\_\_\_ (NOTE: If changes are to go into effect before the printing of the next catalog, notify the Director of External Affairs for updating of the website on the effective date.)

A copy of the approval form and outcomes will be sent to the Academic Affairs and Standards Council and the Dean of Academic and Co-Curricular Affairs.

The most current documentation is electronic, therefore please discard printed copy after 24 hours.			Print Date: 11/13/06 11:13 AM
Document Number: 3115-4-01	Rev.	Page 1 of 1	Level # 4
Title: Program Learning Outcomes Validation Form			Implementation Date: