PROGRAM LEARNING OUTCOME VALIDATION

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

Program Title: ____________________________ CIP Code: _____ Division: __ Health Services __ Industrial Technology __ Business __ General Education __ Nursing

Program Award: AAS Diploma Certificate # of credits _____

INDUSTRY VALIDATION:

1. 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 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.)

2. ____________ Date of the most recent program advisory committee meeting with minutes showing committee endorsement of program outcomes. The minutes must be attached.

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 Dean and 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 Dean and Executive Director of Communication and Marketing 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.