

DIN: 3115-2-01.1
Name of Process: Creating Program Outcomes for New Programs

Purpose

This process is designed to ensure that new programs have developed appropriate, well-constructed program outcomes that communicate what graduates are expected to know and be able to do by the time they graduate.

Scope

This process includes all new programs at any level (i.e. Certificate, diploma, degree).

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Program Outcomes	Statements that tell what graduating students can expect to know and be able to do as a result of successfully completing their program.
Criteria for program outcome construction	Program outcomes begin with a present tense externally observable action verb that describe with the student will do or know; clearly communicate knowledge, skills and/or attitudes that the student will be able to perform; conform to industry standards and expectations. All outcomes are validated by program advisory committees. Sources for outcome research are Dictionary of Occupational Titles, national industry standards, DACUM/Job Task Analyses, and/or review of similar programs (this is certainly

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Division Chair	Upon approval of new program, work with the faculty member(s) or consultants to write program learning outcomes that communicate learning expectations and standards for program graduates and that conform to the college's criteria for program outcomes.
2	Faculty	Write program outcomes in accordance with College requirements and expectations.
3	Division Chair	Review program outcomes for compliance with college expectations for program outcomes. Work with faculty as needed to make any revisions. Remind faculty to bring the outcomes for Program Advisory Committee review input and validation to the committee's next meeting.
4	Faculty	Bring program outcomes draft to Program Advisory Committee meeting for their review, input, and ultimately, for validation. Make revisions as needed. Return validated outcomes for review and approval.

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5	AASC	Review new program outcomes to ensure outcomes clearly tell what students will learn in the program and that outcomes meet the college requirements and expectations.
6	Dean & V.P of Academic Affairs	Review and approve new program outcomes.
7	Registrar	Add approved Program Outcomes to the spreadsheet of official, approved Program Outcomes. Send revised spreadsheet to the appropriate web programmer to upload to the college website Programs and Courses page.

Supporting references

Listed below are college documents that support this process:

- 3030-1-01 Curriculum Integrity
- 3030-2-01 Making Curriculum Changes

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