

**DIN: 3115-1-01**

**Policy Name: Assessment of Student Learning Outcomes (Annual Review)**

**Policy**

All academic programs at Northwest Technical College annually develop and implement plans for assessing effectiveness of student learning and teaching methods. These plans include assessment of all approved student learning outcomes for the program, in alignment with course student learning outcomes. The results of assessments shall be used by program faculty to plan strategies for continuous quality improvement.

**Purpose**

The primary purpose in assessing academic achievement is to ensure student success through continuous improvement of implementing new teaching and student learning strategies. The policy ensures the College is fulfilling its mission to engage, support, and prepare students for rewarding careers through innovative programs and hands-on learning.

This policy initiates the process to annually review appropriately designed, aligned, and delivered program learning outcomes. The Assessment of Student Learning Outcomes (Annual Review) encourages faculty to review student achievement and teaching methods. The Review intends to lead to students' successful completion of Program Learning Outcomes which support graduation and career readiness. The policy supports and integrates innovative and adaptive teaching methods with student-centered learning through continuous improvement.

**Responsibility**

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Vice-President of Academic Affairs	<ul style="list-style-type: none"> <li>• Ensure that a process is in place to fulfill this policy</li> <li>• Receives and reviews all Annual Review documents and assesses and ensures academic programs are aligned with and representative of the college mission and strategic plan.</li> </ul>
Academic Affairs and Standards Council (AASC)	<ul style="list-style-type: none"> <li>• Acts upon any modifications brought forward through the Program Improvement process.</li> <li>• Takes part in assessing effective participation and may give summary recommendations to any program as needed.</li> </ul>
Deans	Assist faculty in the Annual Review process, including: <ul style="list-style-type: none"> <li>• Meeting with program faculty to facilitate the Annual Review process.</li> <li>• Ensuring faculty completion of all Annual Review assessments, plan, and report processes, documents, and any supporting or supplementary information</li> <li>• Reviewing the completed plan and reports, make recommendations for changes.</li> <li>• Developing continuous improvement strategies within programs.</li> </ul>
Division Chairs	<ul style="list-style-type: none"> <li>• Support faculty in the effective completion of the Annual Review process.</li> </ul>

All official NTC policies are maintained on the NTC webpage once approved.				
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Approved: Dr. Faith Hensrud	Date: 8/21/2019	Check here if this policy is to be included in campus handbook: <input type="checkbox"/>		

Advisory Committees	<ul style="list-style-type: none"> <li>• Provide input and feedback on required skills and industry advancements in the subject field of expertise.</li> <li>• Provide expert industry review of student learning outcome achievement goals.</li> </ul>
Faculty/Faculty Group	<ul style="list-style-type: none"> <li>• Complete Assessment of Student Learning Outcomes process</li> <li>• Create student-centered and measurable student learning outcomes for annual review through this policy.</li> <li>• Ensure alignment between course student learning outcomes and program student learning outcomes to measure student performance of the outcome at the program level</li> <li>• Evaluate and continuously improve the effectiveness of assessments to quantifiably measure student performance of each outcome</li> <li>• Maintain an appropriate level of knowledge of assessment techniques.</li> </ul>
Institutional Effectiveness & Assessment Coordinator (IE&A Coordinator)	<ul style="list-style-type: none"> <li>• Provide support, training, and guidance to enable faculty to complete the Annual Review in an effective and timely manner.</li> </ul>

### **Supporting References**

Listed below are document(s) that support this policy:

3030-2-01 Making Curriculum Changes

3115-2-02 Annual Program Review Process

3115-3-02 thru -07 Annual Program Improvement Plan & Report Individualized Instruction

3115-4-01 Program Student Learning Outcome Validation (Annual)

3115-4-02 Program Student Learning Outcomes Improvement Plan & Report

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