

**DIN: 3115-2-01**

**Name of Process: Validating Program Student Outcomes (Annual)**

**Purpose**

This process is to be used annually to validate program learning outcomes with advisory committees to ensure that they are and remain appropriate, industry-verified, entry-level outcomes.

**Scope**

This process applies to all academic programs at NTC and is to be completed by the end of Fall semester.

**Definitions**

The following is a list of key definitions:

<b>Term/Phrase</b>	<b>Definition</b>
Department	A single program’s faculty group.
Program Advisory Committee	<p>A group of representatives from business and industry who provide input and feedback on technical programs.</p> <p>An advisory committee:</p> <ul style="list-style-type: none"> <li>• identifies college program needs and opportunities,</li> <li>• describes the current status and dynamic nature of its industry and/or occupation(s),</li> <li>• provides guidance and advice on initial development, accountability, expansion, and closure of academic programs or related program clusters at the college or with related programs at high schools, colleges, and/or universities, and</li> <li>• reviews the intended competencies and other learning outcomes associated with the program on an ongoing basis.</li> </ul> <p><i>From Minn State Policy 3.30 Program Advisory Committees</i></p>

**Process**

The table below describes responsibilities for this process:

<b>Stage</b>	<b>Who</b>	<b>Description</b>
1	Faculty	<ul style="list-style-type: none"> <li>• Annually review approved program learning outcomes with all faculty in the department.</li> <li>• Gather input for suggested revisions by researching current advancement and skills required in the industry, new technologies, general skill expectations of industry, etc.</li> <li>• Develop and incorporate revisions noted in previous years’ Annual Improvement Plan &amp; Report (form 3115-4-02) or 3-Year Review (Policy series 3075).</li> </ul>
2	Advisory Committee	<ul style="list-style-type: none"> <li>• Review current student learning outcomes and faculty suggestions for revisions.</li> <li>• Analyze, research, and provide expert opinions on curriculum.</li> <li>• Provide recommendations for changes as needed.</li> <li>• Provide endorsement of learning outcomes as appropriate.</li> </ul>
		<p>IF Advisory Committee endorses outcomes</p> <p>THEN Program Faculty complete required Program Learning Outcome Validation Form (3115-4-01).</p> <p>Go to the next stage.</p>

		IF Advisory Committee does not endorse outcomes	THEN, faculty continue the review of program outcomes based on advisory committee feedback and either resubmit to Advisory Committee or faculty may determine additional revisions are not needed and to accept without modification.  Complete the Program Learning Outcome Validation Form (3115-4-01).  Go to the next stage
3	Dean, with Faculty	<ul style="list-style-type: none"> <li>Meets with Faculty on completed Program Learning Outcome Validation form (3115-4-01) and Advisory Committee meeting minutes.</li> <li>Review all program outcomes. If changes to program outcomes are proposed, proceed with curriculum change process under policy series 3030.</li> <li>Review Curriculum Map</li> <li>Review the assessments for the Student Learning Outcomes.</li> </ul>	
4	Dean	Review Program Learning Outcome Validation (form 3115-4-01) and Advisory Committee Meeting Minutes with any recommendations from the Advisory Committee.  If no changes are needed, forward the approved Program Learning Outcome Validation (3115-4-01) to the Institutional Effectiveness & Assessment Coordinator for filing.	
		IF program outcome plan is not approved	THEN Dean returns it to program faculty, working with faculty on the concerns of the Dean.
		IF a program outcome modification plan is approved	THEN the Dean forwards the document to the Institutional Effectiveness & Assessment Coordinator with information that a curriculum modification will be put forth according to policy series 3030.

**Supporting references**

Listed below are college documents that support this process:

- 3115-1-01 Assessment of Student Learning Outcomes Policy
- 3115-2-01 Validating Program Learning Outcomes
- 3115-4-01 Program Learning Outcome Validation