**DIN: 3115-2-01**

Name of Process: Validating Program Level Student Learning Outcomes (P-SLO)

(Annual)

# Purpose

This process is to be used annually to validate program level student learning outcomes with advisory committees to ensure 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:

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| --- | --- |
| **Term/Phrase** | **Definition** |
| Curriculum Map | Curriculum mapping is a systematic process to document and visualize student learning at a higher level, identifying gaps and redundancies, and affording an opportunity to align a program’s learning outcomes with that of an institution. |
| Department | A single program’s faculty group. |
| Program Advisory Committee | A group of representatives from business and industry who provide input and feedback on technical programs.  An advisory committee:   * identifies college program needs and opportunities. * describes the current status and dynamic nature of its industry and/or occupation(s). * 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. * reviews the intended competencies and other learning outcomes associated with the program on an ongoing basis. * *From Minn State Policy 3.30 Program Advisory Committees* |

# Process

The table below describes responsibilities for this process:

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| **Stage** | **Who** | **Description** | |
| 1 | Advisory Committee | * Review current Program Level Student Learning Outcomes (P-SLO) with faculty at Fall Advisory Committee meeting. * Provide recommendations for changes as needed. * Provide endorsement of learning outcomes as appropriate. | |
| IF Advisory Committee endorses outcomes | THEN Program Faculty complete required Program Level Student Learning Outcome Validation Form (*3115-4-01*).  Form is placed in the Assessment repository for the program.  Go to the next stage. |
| IF Advisory Committee does not endorse outcomes | THEN, faculty continue the review of program outcomes based on advisory committee feedback.  Go to the next stage |
| 2 | Faculty | * Submit approved Program Level Student Learning Outcomes Validation form to the Assessment Repository along with Advisory Committee meeting minutes. * Create/Revise Program Level Student Learning Outcomes using Advisory Committee suggestions and recommendations. In addition, to researching current advancement and skills required in the industry. * If changes to program outcomes are proposed, proceed with curriculum change process under policy series 3030. * Review Curriculum Map * Update revisions noted in previous years’ P-SLO Improvement Plan & Report (form *3115-4-02*) or 3-Year Review (Policy series 3075). | |
| 3 | Dean | * Verify completion of Program Level Student Learning Outcome Validation form (*3115-4-01*) and Advisory Committee meeting minutes. * Provide feedback. * Guide faculty on the process for making changes if applicable. | |

Listed below are college documents that support this process:

3115-1-01 Assessment of Program Level Student Learning Outcomes Policy

3115-2-01 Validating Program Level Student Learning Outcomes (Annual Process)

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