**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*
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# 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.
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| 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).
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| 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.
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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)