PROCESS FOR APPROVAL OF PROGRAM OUTCOMES
Approved March 11, 2010 by NWIC Curriculum Committee

1. Articulation of Draft Program Outcomes by a content area team. This step would be overseen by one or more persons (faculty/administrators) with content area expertise to develop the draft outcomes.

2. Vetting of the outcomes: Draft Program Outcomes are reviewed and updated by constituencies and content experts to confirm appropriateness of outcomes and identify and correct gaps. Vetting includes:

   a. Comparison of draft outcomes to outcomes for similar programs at other Higher Education institutions.

   b. Review by consumers of the program - gather feedback from students, community members and others as appropriate.

   c. Review by people with expertise and evaluative skills linked to the program specifics and goals, such as credentialed people with expertise and current knowledge working in the program field and members of a program advisory group. The developers of the draft outcomes would oversee gathering feedback and using it to update the outcomes.

3. Approval of the outcomes: The Curriculum Committee reviews and approves program outcomes. Approval means that the draft outcomes have been adequately vetted and that the program outcomes are accurate and complete. The developers of the draft outcomes bring them to Curriculum Committee.

4. Administrative Team reviews the program outcomes. The Dean of Academics and Distance Learning brings the Curriculum Committee approved program outcomes to the Administrative Team.

5. Board of Trustees reviews program outcomes. The Vice President of Instruction and Student Services brings the outcomes to the Board of Trustees.

6. Publish program outcomes: Approved program outcomes are included in the catalog and posted online in a catalog addendum between catalogs. The Vice President of Instruction and Student Services directs the Associate Dean of Student Services and Registrar to publish the program outcomes.