INPUT PROCESS OUTPUT

Advisory/4 yr. Representative
Committee

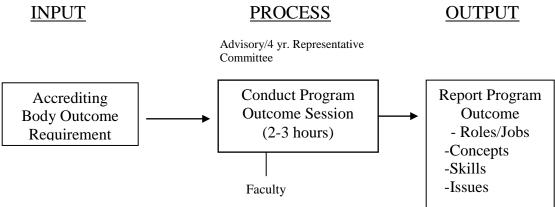| Accrediting Body Outcome Requirement | → | Conduct Program Outcome Session (2-3 hours) | → | Report Program Outcome - Roles/Jobs -Concepts -Skills -Issues |

Faculty

Purpose:
The purpose of this session is to define or validate program outcomes. If the program has third-party accreditation, standards and outcomes from the accrediting body will be reviewed to determine how to integrate these into the process. The output from this session will be a draft list of program outcome statements, supporting concept, skills and issues and a list of roles/jobs for which graduates are prepared.

Who to Invite:
Both faculty and advisory committee members are required.   Program managers/coordinators as well as part-time faculty involved in the program should also be included. Recent graduates may also be invited to participate.

How to Schedule:
Contact the Associate Director, Curriculum Development, Cheryl Kovach, at X4892.

What to Provide:
If the program has an outside accrediting body or professional standards, please email or forward a paper copy of any required outcomes, standards, etc. to the Curriculum Office so a plan on how to incorporate them into the process can be developed.

Roles & Responsibilities:
The Curriculum Office Facilitator(s) will be responsible for:
- bringing all the materials needed to run the session
- leading the session
- collecting the results of the session (i.e. flipcharts, post-it notes, attendee list, etc.) and giving them to the Curriculum Office Assistant for transcription. The Curriculum Office will produce a summary document that contains the program outcomes and all data gathered. This summary document will be emailed to the program manager or faculty initiator.

Program Manager/Faculty Initiator will be responsible for:
- reserving a location for the session that has lots of wall area/white boards, and a computer with projector
- providing any food/refreshments (optional)
- inviting advisory members
- inviting full and part-time faculty that teach (or may teach) in the program
- sharing the summary documents with those that attended the session and those who could not

- coordinating any refinement of the program outcomes and sharing any updates with the advisory committee, faculty and the Curriculum Office

Timing:
The program outcome session requires two to three hours. It can be scheduled at any time of the day, early evening or Saturdays.

Next Steps:
- Refine the language of the outcomes with the advisory committee.
- Schedule a Program Mapping session.