Clarification of Guidelines for Program Learning Outcomes (PLO) in Lumen Programs

1. The parent plan carries the PLOs and Assessment Plans.
2. Edits to PLOs are allowed once a year, effective in a fall semester, published in June with a new Guide. Edits to PLOs will not be available with mid-cycle updates.
3. To support this schedule for what gets updated when, edits to PLOs and assessment plans will only be available when the answer to “Select yes if this proposal is only to add, remove, or rearrange curricular requirements, and will change less than 50% of the curriculum” = NO. Learning outcomes can only be done on the “long form.”
4. It is acceptable to designate program learning outcomes at the parent plan level that are specific to named options (sub-plans) by labeling with the named option in parenthesis at the beginning of the LO – i.e. start with ‘(named option transcript title).’
5. Program Learning Outcomes and Assessment Plans are approved at the department level, and then by the school/college in collaboration with the Student Learning Assessment (SLA) team.
6. All learning outcomes need to meet all formatting requirements and will be rolled back if they do not match the following requirements (these requirements are also listed in the proposal help and KnowledgeBase help):
   - 400 characters or less per learning outcome
   - Must be in English
   - No special characters (accents, umlauts, etc.)
   - No formatting (bullets, dashes, etc.)
   - Do not include "Students will..." this is assumed

The Student Learning Assessment team is responsible for:

- Reviewing learning outcomes on all new program proposals and any changes to learning outcomes on edit proposals. SLA is notified at the point when the school/college receive a proposal.
- For edit proposals where the answer to changing less than 50% = NO, check to see if PLOs or the assessment plan was changed.
- Reviewing to ensuring sure that all formatting follows standards set by SLA (ie: parenthesis, special characters, etc.).
- Verifying that there are no spelling or grammatical errors.
- Ensuring that learning outcomes meet the expectations of the current standards for learning outcomes. If as standards are changed, they are responsible for communicating to campus partners the change.
- Entering a comment indicating the learning outcomes are reviewed and accepted or have been reviewed and require additional modifications. Be explicit on whether something needs revision, and what those revisions should be, before it can go forward to the next steps.

Academic Planning and Institutional Research (APIR) is responsible for:
• Verifying that changes to Program Learning Outcomes are only done when the answer to changing less than 50% = NO and that no other changes have been made. If changes are made to fields unavailable when the answer is YES, the proposal will automatically be rolled back to the school/college approver.

• Advancing the proposal in workflow and rolling back to the school/college approver if not approved.

• If a proposal is rolled back for standards modification and additional review is required, APIR will notify SLA that a course is ready for additional review.

1/29/2019