BRISTOL

COMMUNITY COLLEGE

The Goal: To ensure that program [and discipline] curriculum provides appropriate conditions for student achievement of intended program [and discipline] learning outcomes (Palomba & Banta, 1999).

There are several steps to complete year four of the Program Review. Please reference the Year 4 document for expanded definitions, guidance, and resources.

Program Level Learning Outcome Measure - Two Year Deliverable: This deliverable will focus on determining whether the established Program outcomes are being met (by those likely to graduate from the program/certificate or are nearing the completion of the program/certificate). Several options to measure outcomes are offered in the Instruction Guide. Both Curriculum Maps and measurable Program Learning Outcomes must have been completed to accomplish this deliverable.

- Year Three (3) *At least 50% of PLOs will be measured. If findings suggest change, a design intervention will be completed. More information can be found in the Instruction Guide.*
- Year Four (4) *The remaining PLOs will be measured. If findings suggest change, a design intervention will be completed. More information can be found in the Instruction Guide.*

Course Student Learning Outcomes

Assessment uses PLOs to determine if students are learning what the program intends to accomplish. Part of that success requires attention to course student learning outcomes and their alignment to PLOs. Course SLOs are statements that define what students will know or be able to do as a result of a course learning experience. They are intentionally prepared and aligned with course content, measured, and assessed for successful attainment. To help with your outcomes assessment, first try our CoPilot Agents to help score your course outcomes!

SMARTIE Goals

With what has been learned through the review for this particular year, please create SMART goals that will be executed in the following year. SMART goals aren't the same as Student Learning Outcomes. While they may include a component of learning, they often are written as an operational outcome for the department. Please consider referencing "SMART Goals: A How to Guide, created by the University of California" (Retrieved, July 2022). This document includes what a SMART goal is, how to write one, offers examples and a template to guide the writing component of a SMART goal.

S	SPECIFIC	What will be accomplished? What are the actionable steps taken to accomplish goal?
M	MEASURABLE	To determine whether the goal has been met, it must be written in a way that clearly can be measured. Here what data will be collected and what will the data answer?
A	ACHIEVABLE	Can the goal be achieved? What resources are needed?
R	RELEVANT	How does the goal align with strategic objectives? Department and/or Division objectives?
T	TIME-BOUND	Time Frame to complete
I	INCLUSION	How will you include disproportionately affected people into the process/activities in a way that shares power
E	EQUITY	How will you include an element of fairness or justice that seeks to address systemic injustice, inequity, or oppression?

Step One:
Familiarize yourself with the website section on Year four deliverables, resources, templates, and instructions.

Step Two:
Establish what SMART Goals and feedback from previous year deliverables/findings will be incorporated into this Program Review Cycle. "Closing the Loop" meeting with Dean. Due October 15th.

Step Three:
Program Level Learning Outcome Measure - Two Year Deliverable:

Option #1   ePortfolio
Option #2   Internships/Field Work Practicum/HIPs
Option #3   PLO Rubric & Program level Assignment Design
Option #4   Curriculum Map – Course with PLO demonstration
Option #5   Canvas - Program Learning Outcomes & Assignment Alignment

Step Four:
Course Student Learning Outcome Measure
Option #1   Course SLO Written Structure
Option #2   Course SLO Alignment with PLOs
Option #3   Course SLO Labor Market Alignment
Option #4   Course SLO Assignment Alignment

Step Five: Develop 2-3 SMART Goals

- One must be directly related to the improvement of student learning
- One must be directly related to Course Student Learning Outcome improvement

Step Six: Submit Summary Report by June 30th (Academic Summary Report)