BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

PROGRAM OUTCOMES ASSESSMENT

Date approved by cabinet: May 25, 2023
Effective date: July 1, 2023
Expiration date (5 years from effective date if not renewed): July 1, 2028

Section 1.   Policy Statement

1.1.   BridgeValley Community and Technical College (College) is committed to improving student learning and enhancing the education programs offered at the College. The Program Outcomes Assessment process provides data for continuous quality improvement in teaching and learning.

Section 2.   Procedures

2.1   To support the College's commitment to continuous improvement and academic program assessment, all degree programs (certificate and associate; accredited and non-accredited) participate in the Program Outcomes Assessment review and improvement process. The Outcomes Assessment process utilizes a Program Learning Outcome (PLO) Curriculum Map, a four-year Programmatic Outcomes Assessment Plan, and a Programmatic Outcomes Assessment Annual Report to present student assessment activities, data, findings, and document progress related to the continuous evaluation of programmatic learning outcomes assessment and student support strategies.

2.2.   The Outcomes Assessment Committee provides leadership in developing and overseeing the academic outcomes assessment reporting, evaluation, feedback, and policy development processes.

2.3.   The Academic Standards Committee (ASC) maintains authority over process review, approval, and implementation.

2.4.   Reporting templates for the PLO Curriculum Map, and Program Outcomes Assessment Plan, and Annual Report will be maintained and made available by the Outcomes Assessment Committee to facilitate the submission process.

2.5.   Preparation of the Programmatic Outcomes Assessment Plan:

2.5.1. In collaboration with the Division Dean, the Department Chair or respective Program Coordinator/Director will complete and submit a Program Learning Outcome (PLO) Curriculum Map and Programmatic Outcomes Assessment Plan for each academic program and concentration under their supervision using

institutionally approved templates. Completing the PLO Curriculum Map and Outcomes Assessment Plan will begin the outcomes assessment process for identified programs and program concentrations. One four-year Assessment Plan with a corresponding PLO Curriculum Map will be submitted per program and concentration for each four-year review cycle.

2.5.2. At a minimum, one institutionally approved program learning outcome will be assessed annually. Outcomes are to be rotated annually, with each outcome being assessed at least once during the four-year evaluation cycle. Programs with less than four program learning outcomes (e.g., CAS programs) will need to establish an assessment plan for each year of the four-year cycle by repeating assessments as appropriate.

2.5.3. Map and Plan submissions are due to the Division Dean by June 01 of the year an Assessment Plan and PLO Curriculum Map are to be implemented.

2.5.4. The Division Assessment Committee will oversee a preliminary review of all division submissions before final submissions are sent to the Outcomes Assessment Committee. The Division Dean is responsible for ensuring all programs and concentrations under their authority submit a Map and Plan as required.

2.5.5. By October 1 of the year an Assessment Plan and PLO Curriculum Map are to be implemented, division-reviewed Plans and Maps are to be submitted to the Chair of the Outcomes Assessment Committee.

2.5.6. The Outcomes Assessment Committee will review submissions and provide feedback and, when needed, make requests for revisions and corrective actions.

2.6. Preparation of the Programmatic Outcomes Assessment Annual Report:

2.6.1. In collaboration with the Division Dean, the Department Chair or respective Program Coordinator/Director will complete and submit a Programmatic Outcomes Assessment Annual Report for each academic program and concentration under their supervision.

2.6.2. At a minimum, one institutionally approved program learning outcome will be assessed annually. Outcomes are to be rotated annually, with each outcome being assessed at least once during the four-year evaluation cycle.

2.6.3. The four-year Assessment Plan and PLO Curriculum Map will guide the annual reporting process. Using an institutionally approved reporting template, Annual Reports are due to the Division Dean by June 01 of each year.

2.6.4. The Division Assessment Committees will oversee a preliminary review of all

submissions before final submissions are sent to the Outcomes Assessment Committee. The Division Dean is responsible for ensuring all programs and concentrations under their authority submit an Annual Report as required.

2.6.5. Division-reviewed reports are due to the Chair of the Outcomes Assessment Committee by October 01 annually.

2.6.6. The Outcomes Assessment Committee will review submissions and provide feedback and, when needed, make requests for revisions and corrective actions.

2.7.   The Outcomes Assessment Committee is responsible for reviewing and providing program administrators with formal feedback for Outcomes Assessment Map, Plan and Annual Report submissions to support a culture of continuous improvement. Submission and feedback reports are to be maintained and archived by the Outcomes Assessment Committee.

2.8.   Programs with Specialized Accreditation: To minimize the duplication of effort and maximize the value of the annual review process, documentation prepared as part of a department/program's accreditation and/or external review processes may be submitted with the materials submitted for the Outcomes Assessment Map, Plan, and Annual Report.

2.9.   Programmatic Outcomes Assessment Plans and Programmatic Outcomes Assessment Annual Reports will be used in the preparation of Program Review reports. Every five years, Department Chairs/Program Coordinators/Directors are required to complete a Program Review self-study report for each academic program under their supervision. Information submitted as part of the Outcomes Assessment Plan and Annual Reports will be used, along with other required information, to complete program review self-study submissions.