Applies to: Faculty, Staff, Administrators

POLICY DATES (required)

Issued: 5/21/2024
Revised:
Edited by: Jennifer Hollinger
Reviewed: 5/21/2024

The University of Mount Union (UMU) is committed to providing quality educational experiences regardless of level, modality, or location of the programs and courses. The University affirms that the program outcomes, course descriptions, and course outcomes act as an agreement between the program, course instructor, and student outlining the skills the student should be able to learn and perform by the end of the experience. The University acknowledges that codifying program outcomes, course descriptions, and course outcomes does not impede an instructors' academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

Therefore, the Learning Outcome Policy serves several purposes:

I. To provide a framework for learning outcome development and assessment.
II. To ensure program and course quality using national criteria as outlined by the Higher Learning Commission.
III. To ensure the University continues strategic learning outcome assessment.
IV. To ensure equivalent educational outcomes regardless of modality or location of the programs and courses.

Definitions (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition
Program Learning Outcomes (PLOs)	Broad, measurable statements of what students should be able to know and do by the end of a program of study such as the Integrated Core, major, minor, or graduate program are linked to assessments.
Course Learning Outcomes (CLOs)	Measurable statements of what students should be able to know and do by the end of a course are linked to assessments. Course learning outcomes should be able to be mapped to Program Learning Outcomes. The terms Course Objective and Course Outcome are sometimes used interchangeably.

Modality	Refers to modes of delivery. A variety of delivery modes are available at UMU, including:
	• Face to Face: An in-person class with an established meeting time and location.
	• Asynchronous:
	   o Online: Courses offered via the internet using a Learning Management System (LMS)
	   o Blended or Hybrid (arranged): Combines face-to-face classroom instruction with online education activities.
	• Synchronous:
	   o Conferencing tools: Occurs in real time and allows the instructor to communicate with remote site sections of the class via two-way audio/video. Instructors and students hear and see each other live

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Term	Definition
	from each site. These courses blend face-to-face and online pedagogies. ○ HyFlex: 1 The course is offered and can be completed face-to-face, online synchronously, and asynchronously. The UMU schedule of classes indicates which courses are being offered via online education and via which delivery format. The UMU schedule of classes indicates which courses are being offered which delivery format.
Location	refers to where the course is offered including on-campus, online, or off-campus (including Dual Enrollment/College Credit Plus offerings).

PROCEDURE (required)

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I. Program Learning Outcomes
   A. Program Learning Outcomes are established collaboratively and systematically by the program faculty. Program Learning Outcomes must be mapped through the curriculum. Program PLOs are re-evaluated and adjusted in one of two ways: an accreditation-initiated process, or the institutional Academic Review Process. Program Learning Outcomes and curriculum maps are reported in regular Committee on Assessment Reports. The Committee on Assessment (CoA) works in a facilitative manner to provide feedback on the strength of the Program Learning Outcomes.
   B. Program Directors and Departments Chairs are responsible for ensuring that Program Learning Outcomes and curriculum maps submitted to the Committee on Assessment are equivalent to those displayed or disseminated in any other place, such as the UMU website, internal program materials, and external program materials.
   C. After review by CoA, the Program Learning Outcomes and Curriculum Map will be stored in Academic Affairs within the Office of Institutional Effectiveness (OIE) Data Repository.
   D. The Office of Institutional Effectiveness will do periodic audits of the website and materials to ensure that the Program Learning Outcomes are equivalent to those housed in the OIE Data Repository. If discrepancies are found, Chairs/Directors will be contacted via the Office of Academic Affairs regarding updates that may need to be made.

II. Course Learning Outcomes
   A. Course Learning Outcomes are reviewed and approved by the Curriculum Committee (undergraduate) and Graduate Council (graduate) when a new course is created or an existing course is modified. Course Learning Outcomes must be aligned to Program Learning Outcomes.
   B. After review by the Curriculum Committee (undergraduate) and Graduate Council (graduate), the Course Learning Outcomes will be stored in Academic Affairs within the Office of Institutional Effectiveness (OIE) Data Repository. If changes are to be made to Course Learning Outcomes, this change must be submitted to OIE by the School or Department Chair/Director. However, if significant changes to CLOs are made that would substantively

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change the focus of the course, these changes may need to be submitted and approved by the Curriculum Committee (undergraduate) or Graduate Council (graduate).

C.   Each semester course instructors are required to send their course syllabus to the Registrar's office for storage before the end of the first week.

D.   The Office of Institutional Effectiveness will do periodic audits of syllabi to ensure that the Course Description, Prerequisites, and Course Learning Outcomes are equivalent to those housed in the OIE Data Repository and the in the University Catalog. If discrepancies are found, Chairs/Directors will be contacted via the Office of Academic Affairs regarding updates that may need to be made.

Responsibilities (required)

Position or Office	Responsibilities
Office of Institutional Effectiveness	Maintain an OIE Data Repository of Program and Course Learning Outcomes. Perform periodic audits of syllabi, the website, and other materials to ensure equivalency of PLOs and CLOs to those housed in the OIE Data Repository.

Resources (required for any resource referred to in the policy)

Contacts (required)

Subject	Office	Telephone	E-mail/URL
Vice President for Academic Affairs	Office of Academic Affairs	330-823-6018	Academic@mountunion.edu
Registrar	Office of the Registrar	(330) 823-6018	registrar@mountunion.edu
Director, Institutional Effectiveness	Office of Institutional Effectiveness		effectiveness@mountunion.edu

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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