



Title: COURSE OUTCOME SUMMARY

Code: EE0121

Policy Reference: E0100, Instructional Support

Refer to the Curriculum Department Manual for guidelines related to Course Outcome Summaries.

A Course Outcome Summary is required for all courses offered by MATC and is the property of the district. Effective with the 1996-97 academic year, Course Outcome Summary replaced the "course outline" as the official document describing the content of a course. Course Outcome Summaries are entered and stored electronically using the software developed statewide called the "Worldwide Instructional Design System" or WIDS.

The following elements are required in the Course Outcome Summary document:

Course Outcome Summary Elements

1. Course number and full title of course; e.g., ENG-195 Written Communication;
2. Name of the developer/instructor who wrote the Course Outcome Summary; and the date it was developed/written;
3. If the course was revised, the name of the instructor who revised the Course Outcome Summary and the date it was revised;
4. Each instructional method (type of Instruction) and periods (contact hours) for each method/type;
5. The official number of credits;
6. The official prerequisite(s) and/or co-requisite(s) if applicable;
7. The official course description as published in the college catalog;
8. A minimum of one Career Essential is selected per course. For occupational programs, each of the seven Career Essentials identified by MATC are to be demonstrated and assessed in at least one of the courses that are required for graduation.
 - Career Essentials are a common core of abilities — skills, knowledge, understanding, and reasoning — that is indispensable for every person as a productive worker and citizen. These essential skills are infused throughout every MATC program course and are based upon the college Mission Statement. They go beyond the specific skills and knowledge embodied in the technical courses of the program. They are universal in the sense that they encompass the attitudes, skills, and knowledge needed to successfully obtain and maintain employment regardless of the occupation.;



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9. Career Essential performance indicators for each career essential;
 - Career Essential performance indicators are statements that describe outcomes/behaviors that learners exhibit when they demonstrate a Career Essential;
 - For occupational programs, the outcomes of each of MATC's seven Career Essentials are to be assessed in at least one of the courses that are required for graduation.
10. Competencies in the range of 2 to 10 per credit.
 - A competency is a major skill or ability that is stated in observable, measurable terms telling learners what they will be able to do as the result of a given learning experience.
 - For courses involving laboratory and/or shop experiences, one competency is to provide instruction on proper safety practices and the appropriate information on hazardous chemicals as described in OSHA regulations effective 1988.
 - Each Career Essential identified for a course is to be linked to one or more of the competencies in the course.
11. For each competency, at least two performance criteria statements;
 - Criteria establish specifications by which performance is evaluated, providing the basis for judging if a learner's performance is acceptable. Criteria may be developed to assess a process, a product, or both. Criteria may specify accuracy, speed, frequency, percentage or number to be achieved, degree of excellence, qualities/elements of performance, or reference to published standards.
12. For each competency, at least one assessment strategy statement;
 - Assessment strategies describe the situation, the setting, or format in which the learner's performance will be assessed. Based on the decision of the faculty teaching the course, further definition may include which equipment/supplies will be allowed and/or which resources/references will be denied.

Course Review Process

Each academic pathway appoints a COS reviewer for the timely review of Course Outcome Summaries. Once the academic pathway reviewer completes and posts the review within the WIDS software, the Curriculum Department receives notification for final review. Once approved, the Course Outcome Summary status will be set to active by the Curriculum Department within WIDS.



**ADMINISTRATIVE REGULATION
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Review of Course Outcome Summaries involves the department, the divisional curriculum or SOA committee, and the program advisory committees. The Course Outcome Summaries for all of a program's courses are reviewed by the program's advisory committee every three years. Ideas for new courses, changes, and/or discontinuations of program courses are considered on an annual basis as a part of curriculum review.

The Curriculum Department will generate a report during the last week of January each year listing all active COS's expiring May 31 of that year. The Curriculum Department will then forward the active COS report to all Pathway Deans within one week of report generation. With the report, the Curriculum Department will send notification of the requirement that faculty meet with their Pathway Dean and the Curriculum Department to determine a corrective action plan and timeline if the May 31 date will not be met. The Curriculum Department will generate a second report on the first business day following the May 31 deadline to determine which COS's have not been submitted. This report will be forwarded to the Pathway Deans within one week.

The Curriculum Department will contact the COS Developers listed for the outstanding COSes on the second report in an attempt to schedule a meeting (Pathway Dean, COS Developer, Curriculum Department). This meeting will focus on creation of the corrective action plan and timeline.

Initiating New Courses@

All new courses are set up through the submission of a Course Update form and New Course Development form to the Curriculum Department. . Approval for the new course is provided by the pathway dean or a designee of the academic pathway, to the Curriculum Department. The course is submitted to WTCS for approval. Once approval has been obtained from WTCS, the course is submitted to the Vice President of Learning. After approval from the Vice President of Learning is granted, a Course Outcome Summary shell is created for development.

Changing and Discontinuing Existing Courses

To change or discontinue a course, the academic pathway submits a Course Update form to the Curriculum Department. The Curriculum Department will seek approval from the pathway dean or the designee of the academic pathway. When the structure (title, credits, hours of instruction, description) or the focus/competencies of a course has changed, a Course Update form and an email requesting a status change to WIP for the Course Outcome Summary is to be submitted to the Curriculum Department.



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Program-Level Courses

When Course Updates are submitted for new courses, or changes/discontinuations to existing 100-, 300-, and 500-level courses, a Curriculum Modification form for the associated program's academic requirements is submitted at the same time. If the course is not required or is an elective in a program, the purpose of the course is identified on the Course Update form.

Publication of Course Information

The course title, credit, hours, prerequisite, and description reported on the Course Update form are considered the official data for the course, and are used for catalog copy and other print, media, and online publications.

Office of Responsibility: Curriculum Department
Last Reviewed: Mar-2021