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, the Course Outcome Summary (COS) 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" (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;

8. A minimum of one Career Essential is selected per course.

- 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 College Transfer, Associate Degree and Technical Diploma level course, and are based upon the college Mission Statement. They go beyond the specific skills and knowledge embodied in the technical courses of a 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.;

9. Career Essential performance indicators for each skill/ability;

- Career Essential performance indicators are statements that describe outcomes/behaviors that learners exhibit when they demonstrate a skill/ability;

- For occupational program courses, assignment of four Career Essentials is required throughout an Associate Degree program, and three Career Essentials are required throughout a Technical Diploma program.

10. A minimum of two Competencies to a suggested ten Competencies per credit for 100, 200 and 300 level courses (for 400, 500, and 700 level courses visit the Milwaukee Area Technical College Help page in WIDS for added information.)

- A Competency is a major skill or ability that is stated in observable, measurable terms informing what learners 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, a minimum of two to a suggested ten performance or product Criteria statements, one of which must contain some type of numerical accuracy measurement;

- Criteria establish specifications by which performance is evaluated, providing the basis for judging if a learner's performance is acceptable. Criteria is developed to assess a process, a product, or both. Criteria can specify accuracy, speed, frequency, percentage or number to be achieved, degree of excellence, qualities/elements of performance, or reference to published standards.

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12.   For each Competency, at least one assessment strategy;

- 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.

13.   For each Competency, a minimum of two to a suggested ten Learning Objectives;

- Learning Objectives describe the knowledge and skills that learners are expected to demonstrate upon completion of the course. Ideally, each of these objectives relates, in some discernable way, to the competencies for the overall program of study.

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 the WIDS software. If the Curriculum Department declines the review, the Course Outcome Summary status will be set to Work in Progress by the WIDS Software.

Review of Course Outcome Summaries involves the department faculty, 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 by the end of the 2nd week of the fall semester of each year listing all active COSes expiring May 31st of the following year. The Curriculum Department will then forward the expiring COS report to all Pathway Deans, Associate Deans, COS developers, and lead faculty within one week of the report generation. With the report, the Curriculum Department will include notification of the December 31st deadline and the requirement that faculty must meet with their Pathway Dean and the Curriculum Department to determine a corrective action plan and timeline if the December 31st deadline date is not met.

The Curriculum Department will generate a second report on the first business day following   the   December   31st   deadline   to   determine   which   COS's   have   not   been

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submitted. This report will be forwarded to the Pathway Deans, Associate Deans, COS developers, and lead faculty within one week with the notification that faculty must meet with their Pathway Dean and the Curriculum Department to determine a corrective action plan and timeline for COS completion.

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, Associate 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. Once the COS is approved, Online Learning and Curriculum Dept. staff are notified, so that the new course process can continue to the next phase.

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 for the Course Outcome Summary is to be submitted to the Curriculum Department.

Program-Level Courses

When Course Updates are submitted for new courses, or changes/discontinuations to existing 100-, 200-, 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. The course changes are also updated within the COS in WIDS.

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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
Last Reviewed: Aug-2023