

Process for Major and Program ILO Revision

ILO Revision Process for Proposer:

1. Discussions within Department/Program with Department Chair/Program Director and members of Department/Program
2. Feedback from Associate Dean for Department/Program
3. Input from Assessment Office in IR&E
4. Online Submission to Assessment Subcommittee via Qualtrics online submission link

Timeline: Submissions for ILO revisions are invited twice a year—early September and early February—using the same dates as new course proposals/GE rationale. Please see the [Deadlines for New Course/GE Proposals](#) web site for exact dates.

Curriculum Committee: It should be noted that this process is to review and affirm the revised ILOs before reporting to the full Curriculum Committee. The Assessment Subcommittee will review revisions to the ILOs and direct any comments or suggestions regarding the revised ILOs to the proposer (generally understood to be the Program Director or Department Chair.) After review, the subcommittee will report to the full Curriculum Committee on revisions to or reaffirmations of current ILOs in the departments or programs in question. Revised ILOs will then be forwarded to the Dean of the College's office to update the web page of the Curriculum Committee. Following review of ILOs by a department or program, the revision or affirmation will be noted by changing the date which appears on the website containing the ILOs.

Submission Requirements:

Existing Intended Learning Outcomes (ILOs) for Program/Major
Revised ILOs
ILO Revision Rationale

ILO Revision Rationale:

1. Please explain the specific ways members of your program/department have considered Intended Learning Outcomes within the major/program. Select all that apply:
 - We considered all of the ILOs as a whole.
 - We considered each of the ILOs separately.
 - The entire department/program participated in the review of the ILOs.
 - The ILO review task was delegated to a subcommittee.
 - We sought student input in the process of reviewing/revising the ILOs.
2. Please elaborate on your responses to the items above and describe the process your program/department employed and the input you sought from outside of your department program (e.g. Associate Dean, Assessment staff in IR&E, etc.).
3. Please comment on how your department or program might assess the revised ILOs.

Please follow the ILO Revision Submission Form link on the [Curriculum Committee Forms and Documents](#) web page to submit revised ILOs.