

Clarification of Guidelines for Course Learning Outcomes (CLO) in Lumen Courses

1. All learning outcomes in the Lumen Courses proposal must be included sample syllabus and match.
2. All learning outcomes need to meet all formatting requirements and will be rolled back if they do not match the following requirements (these requirements are also listed in the proposal help):
 - 400 characters or less per learning outcome
 - No special characters (accents, umlauts, etc.)
 - No formatting (bullets, dashes, etc.)
 - Do not include "Students will..." this is assumed
3. Course Learning Outcomes will be reviewed by the Student Learning Assessment (SLA) team at the point in workflow where the school/college will be also be reviewing the proposals.
4. Section level learning outcomes can be entered in AEFIS (text editor box) but should not be included in Lumen Courses.
5. There may be more learning outcomes on the sample syllabus than in the proposal, as long as the learning outcomes listed in Lumen Courses are listed first and the others are not referred to as learning outcomes.

The Student Learning Assessment team is responsible for:

1. Reviewing learning outcomes on all new course proposals and any changes to learning outcomes on edit proposals. SLA is notified at the point when the school/college receive the proposal and a proposal will not be scheduled for UCC (University Curriculum Committee) approval until they have entered a comment regarding the learning outcomes.
2. The expectation is that SLA review of learning outcomes will not hold up review of course proposals at the UCC.
3. Reviewing to ensuring sure that all formatting follows standards set by SLA (ie: parenthesis, special characters, etc.).
4. Verifying that there are no spelling or grammatical errors.
5. Ensuring that learning outcomes meet the expectations of the current standards for learning outcomes. If as standards are changed, they are responsible for communicating to campus partners the change.
6. Entering a comment indicating the learning outcomes are reviewed and accepted or have been reviewed and require additional modifications. Be explicit on whether something needs revision, and what those revisions should be, before it can go forward to the next steps.

Academic Planning and Institutional Research (APIR) is responsible for:

1. Schedule courses for UCC review once SLA has accepted the learning outcomes or will roll back to the school/college if needed.
2. Advancing the proposal in workflow and rolling back to the school/college approver if not approved.

3. If a proposal is rolled back for standards modification and additional review is required, APIR will notify SLA that a course is ready for additional review.