Fall 2018 Program/Discipline Meeting Checklist

1. New Annual Assessment Cycle initiated (New for Fall 2018 to Spring 2019)
   *Requires Ferris State list to select category of assessment
   o Program Objective to be assessed: _____________________________ (programs only)
   o General Education Goal connection: ____________________________ (programs & disciplines)
   o Faculty Leads: ____________________________________________

2. Program/Discipline review – 4 year cycle timeline
   o When are you next scheduled to begin the process?_______________________
   *New Program Review process coming for Spring 2019!

3. Curriculum Mapping Review
   *Introducing Nuventive & Curriculum Visualization
   o Gaps identified in connections
     ▪ Course to Program Objective _________________________________
     ▪ Program Objective to Gen Ed Goal ____________________________
     ▪ Course to Gen Ed Goal (Disciplines) __________________________
   o Suggestions for revisions based on this information?
     ____________________________________________________________
   o Faculty Leads: ____________________________________________

4. Program Objectives Revision
   o Consider dropping to 4 Program Objectives, with no more than 6 (recommendation)
   o If more than a decade old, please consider revising to remain current. Follow the suggested guidelines to complete the process. Please propose a timeline for revision
     ____________________________________________________________
   Faculty Leads: ______________________________________________

5. Are Master Course Syllabi and Course Learning Outcomes up to date?
   o Revisit list of course syllabi that have not been updated in a decade
   *New Master Course Syllabi will be proposed to Governance in Fall 2018, template coming soon
   o Propose a timeline for updating these syllabi and incorporating Gen Ed Goals. Follow the suggested guidelines for revisions to course learning outcomes using the SMART checklist.
     ▪ Spring 2019
       • Course ___________________________
       • Faculty leads _____________________
     ▪ Fall 2019
       • Course ___________________________
       • Faculty leads _____________________
     ▪ Spring 2020
       • Course ___________________________
       • Faculty leads _____________________