**A. Instructional Programs**

1. ***All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution’s mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11)***

Descriptive Summary

**Don’t do this:**

The College’s instructional programs are offered in fields consistent with the institution's mission of workforce development. The College offers XX associate degree programs, xx certificate programs. Program documents are routed through the curriculum process as outlined in the Curriculum Manual (Ev#1). In Section IV. A of the Program Approval Form (Ev#2), authors must state the reason the program should be approved in light of the College’s mission statement.

**Instead do this:**

* Course catalog: college offers XX degrees, and XX certificates
* Curriculum manual: show program approval form and page for connection to mission statement

**Don’t do this:**

Authors must also provide student learning outcomes which are reviewed by all signatories to ensure that they are appropriate to higher education. The College uses a two-year assessment cycle to assess programs and ensure that students have attained identified student learning outcomes. As part of this assessment cycle, programs must demonstrate how student learning outcomes will be assessed, identify artifacts, provide criterion for success, collect data and ways to use the results. Assessment plans and reports are uploaded into TracDat, the College’s software blahblah blah.

**Instead do this:**

* Program documents require signatories to ensure connection to higher ed
* Assessment data includes how programs demonstrate slos
* Uploaded into TracDat

**Don’t do this:**

The College publishes an annual fact book which informs the campus and the community on the number of people have achieved degrees and certificates. The Office of Planning and Development conduct post graduate surveys to determine if graduates continue their education in other institutes of higher education, or are employed in the field.

**Instead do this:**

* Fact book shows graduation #s for degrees/certificates
* Office of P&D do graduate surveys – check on status of graduates – higher ed or employment