

## **Curriculum Alignment Survey Information and Instructions**

<b>Overview</b>	This survey will enable participating departments to gather information about how its courses map onto each of its drafted program learning outcomes, to reveal possible gaps or redundancies in the outcomes, and to illustrate how the outcomes are enacted in the curriculum. The activity is sponsored by the Assessment Subcommittee and is intended to address department requests for support in assessment planning.
<b>Focus</b>	The focus is <b>only</b> on courses required for the degree program within the department and not on required courses that are in other departments. For accuracy of information, surveys should be completed by individuals teaching the courses and not, for example, by a committee.
<b>Report</b>	Surveys will be compiled and summarized over the summer, and individual department reports will be provided that can be used in the fall to create program curriculum maps and to refine learning outcomes. Reports will contain four parts: (1) Summary table of faculty ratings of instructional emphasis by outcomes; (2) Course/outcomes matrix; (3) Summary of strategies used to achieve outcomes; and (4) List of comments from Section B of the survey.

Examples of the products can be seen in Slides 17-21 in the Academy Session 3 presentation (see <https://campus.uwsp.edu/assessment/academyprog/default.aspx>).

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### **INSTRUCTIONS**

#### **For the chair or designee:**

1. On the survey form, fill in the department name.
2. Choose a deadline and fill in the date in the blank provided in the “directions” section.
3. Add the program learning outcomes in the blanks provided. Copy and paste the format to accommodate more than eight outcomes, as needed.
4. Distribute surveys to faculty of the department. Surveys should be completed by individuals teaching the courses.
5. Collect the surveys by the deadline you’ve selected.
6. Submit them as a batch (either electronically or in paper form) to Shari Ellertson, sellerts@uwsp.edu or 213 Old Main by **May 24**, along with a current list of all required courses in the degree program.
7. Individual department reports will be returned to chairs/designees by August 1.

#### **For faculty:**

1. Complete one survey for each course you teach as part of the degree program.
2. Return the surveys to your chair by the specified deadline.