Process for Updating or Revising
Undergraduate ALCs and Academic Assessment Plans
As of January 16, 2015

Step 1: Go to http://approval.ufl.edu.

Step 2: Select "Start a New Request" from the welcome page.

Step 3: Click the "ALC/AAP" tab, then select "Academic Learning Compact" or "Academic Assessment Plan" depending on which item you are entering for approval.

Step 4: Select either "Create a New…" or "Modify an…"

Step 5: For creating new ALC/SLO or AAP/SLO, click "New ALC/SLO, Ugrad" or "New AAP/SLO, Grad/Pro". For modifying existing ALC/SLO or AAP/SLO, go to Step 6.

- Chose the "New SLO/AAP Form" to open the Word document form. Complete the form and save to attach to the approval process in Step 10.

Creating an Academic Assessment Plan and/or Student Learning Outcome

Academic Assessment Plans (AAPs) are an essential component of the University of Florida's assessment process for measuring student learning in academic programs. **Student Learning Outcomes (SLOs)** specify what students will know and be able to do as a result of completing their degree.

Visit the Institutional Assessment website for more information on AAPs and SLOs.

Process Steps

The academic approval tracking system will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification.

1. **Department** (Approval is required from the Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.)
2. **College** (Approval is required from the Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.)
3. **AAC** (Approval is required from the Academic Assessment Committee.)

Required Documents

- New SLO/AAP Form - download, complete electronically, and save on your computer.
- **Memorandum** from the college dean's office introducing the creation or modification and indicating:
  - college approval
  - requested implementation date
  - the pedagogical rationale
- **Catalog copy** - current and proposed Undergraduate Catalog copy edited using the "track changes" feature in Word.

Enter Academic Approval Tracking

When you have prepared the required documents, click the start button below to enter the approval tracking system (requires GatorLink login).

Start Approval Process

Creating an Academic Learning Compact and/or Student Learning Outcome

Academic Learning Compacts (ALCs) identify the skills students should acquire if they follow their major's prescribed course of study. **Student Learning Outcomes (SLOs)** specify what students will know and be able to do as a result of completing their degree. SLOs should be current, relevant, and rigorous; written concisely and clearly; and represent the consensus of the program faculty on what students should know and be able to do at the end of their program.

- More information on ALCs is available on the Office of Institutional Assessment website
- Current ALCs by Major

Process Steps

The academic approval tracking system will automatically route the request (including all accompanying forms and documents) to the following groups for approval and/or notification.

1. **Department** (Approval is required from the Chair or other designated approver for the department that will offer the academic program, typically following review by the department curriculum committee.)
2. **College** (Approval is required from the Dean or other designated approver for the college or unit in the preceding step, typically following review by the college curriculum committee.)
3. **AAC** (Approval is required from the Academic Assessment Committee.)
4. **UCC [N]** (The University Curriculum Committee is notified of the request.)
5. **SASS** (The change will be entered into the Student Academic Support System, effective in the term approved for the request.)
6. **CAT** (The change will be entered into the undergraduate catalog, effective in the term approved for the request.)
7. **College [N]** (The College is notified of request approval.)

Required Documents

- New SLO/AAP Form - download, complete electronically, and save it on your computer.
- **Catalog copy** - current and proposed Undergraduate Catalog copy edited using the "track changes" feature in Word.

Enter Academic Approval Tracking

When you have prepared the required documents, click the start button below to enter the approval tracking system (requires GatorLink login).

Start Approval Process

Step 6: For modifying an ALC/SLO or AAP/SLO, click "Modify ALC/SLO, Ugrad" or "Modify AAP/SLO, Grad/Pro"

Step 7: Once the appropriate form is complete and saved, click "Start Approval Process" to enter the request into the online approval system.

Step 8: Log in with your Gatorlink user name and password.

Step 9: Complete the "Title:" and "Description:" fields of the online form. If submitting an Academic Assessment Plan, in the "Description" field you must list the sections in which there are changes in this version of the plan. For example, if there are changes in the SLOs, write "SLOs updated"; if you change the curriculum map, write "Curriculum Map updated", etc. If there are no changes, write "No changes from the previous year."

ALC/SLO|New/Change|Ugrad

Instructions

Refer to Creating an Academic Learning Compact or Student Learning Outcome or Modifying an Academic Learning Compact and/or Student Learning Outcome for forms and additional information.

1. In the "Title of request" box, enter the title of the academic program.
2. In the "Description" box, enter a brief description of the request.
3. In the "Document" box, use the "Browse" button to find the completed New SLO/AAP form or Modify SLO/AAP form and attach it. You will be able to attach additional documents after the request has been initiated.
4. In the "Send to group" box, choose the department, college, or unit that will begin the review process.
5. Click on the "Add Request" button to submit this request.

Process steps

1. Department
2. College
3. Academic Assessment Committee
4. University Curriculum Committee Notified
5. Student Academic Support System
6. Catalog
7. College Notified

Submission

Title of request:

Description:

Document   Browse…   No file selected.

Send to group:

+ Add request

AAPs/SLOINew/Change|Grad/Pro

Instructions

Refer to <u>Creating an Academic Assessment Plan or Student Learning Outcome</u> or <u>Modifying an Academic Assessment Plan and/or Student Learning Outcome</u> for forms and additional information.

1. In the "Title of request" box, enter the title of the academic program.
2. In the "Description" box, enter a brief description of the request.
3. In the "Document" box, use the "Browse" button to find the completed New SLO/AAP form or Modify SLO/AAP form and attach it. You will be able to attach additional documents after the request has been initiated.
4. In the "Send to group" box, choose the department, college, or unit that will begin the review process.
5. Click on the "Add Request" button to submit this request.

Process steps

1. Department
2. College
3. Academic Assessment Committee

Submission

➡ **Title of request:** [_____]

➡ **Description:** [_____]

Document [Browse...] No file selected.

Send to group: [_____ ▾]

[+ Add request]

> If submitting an Academic Assessment Plan, in the "Description" field you must list the sections in which there are changes in this version of the plan. For example, if there are changes in the SLOs, write "SLOs updated"; if you change the curriculum map, write "Curriculum Map updated", etc. If there are no changes, write "No changes from the previous year."

<u>Step 10</u>: Upload the form that you previously saved by clicking "Browse" under "Document".

Submission

Title of request: [_____]

Description: [_____]

Document [Browse...] No file selected.

Send to group: [_____ ▾]

[+ Add request]

Step 11: Send the request to the department for review by clicking the arrow to the right of "Send to group", and select the appropriate department.

Submission

Title of request:	
Description:	
Document	Browse… No file selected.
Send to group:	

+ Add request

Step 12: Click "Add request" to submit the request into the approval system.

Submission

Title of request:	
Description:	
Document	Browse… No file selected.
Send to group:	

+ Add request

Once the form is submitted, it will go through the review/approval process, and the submitter will receive e-mails every time an action occurs on the request.

After submission, the request will be routed by the following sequence for review and approval:

- Departmental approval
- College approval
- Academic Assessment Committee approval
- University Curriculum Committee informational item
- Student Academic Support System for record of the approved submission with the Registrar's Office.