

**Community College of Philadelphia
Summary—Credit Course Evaluation**

Pennsylvania regulations ([22 Pa. Code § 335 – Community College Courses](#)) mandate that every course offered is evaluated at least once per five years. We are required to show evidence that our courses are in compliance (meaning that they had been evaluated within the allotted time frame) at given points in time. The information is also used to improve teaching and learning at the College. Analysis of the relationship of course content to expected course outcomes, and course outcomes to programmatic outcomes, serves as an indirect assessment measure.

Course Title:

Course Designation:

Catalog Description:

1. Is the course consistent with the [College Mission](#)? Yes No
2. Does the credit assignment meet accepted practices? Yes No
Please explain.
3. Do the course materials reflect the knowledge in the program's field of study? Yes No Please explain.
4. Is the Catalog description of the course accurate? Yes No
If no, please describe the changes in the **Action Plan** (#9).
5. Course Content
 - a. Is the course content appropriate to help students achieve the course learning outcomes?
 Yes No Please explain.
 - b. If applicable, is the course content appropriate to help students achieve the program learning outcomes?
 Yes No Please explain.
 - c. If applicable, is the course content appropriate to help students achieve the General Education competencies?
 Yes No Please explain.

6. Assessment of Course-Level Student Learning Outcomes and Curriculum Map

- a. Please list the course-level student learning outcomes, noting when and how they were assessed and what improvements to teaching and learning resulted from that assessment.

Course-Level Student Learning Outcome	When Assessed	How Assessed	Teaching and Learning Improvements

- b. Please summarize the changes that have been documented in SharePoint and attach the Curriculum Map (for courses associated with degrees and/or certificates).
- c. Quality assessment includes multiple direct measures, indirect measures, and a sufficient number of cases on which to base the assessment.
- (i) Were multiple direct measures of assessment used?
 - (ii) Were indirect measures of assessment used?
 - (iii) Have multiple sections been assessed?
 - (iv) Is the benchmark sufficiently high (75% or higher)?

Considering these criteria, is the assessment of Student Learning Outcomes of sufficient quality? Yes No If no, please describe the changes in the **Action Plan** (#9).

7. If applicable, please explain how the course content is similar to that of other transfer institutions.
8. Have the faculty in the discipline, program, or department discussed the findings and agreed on the Action Plan? Yes No

Please include method of communication (e.g., department meeting) and the date of the discussion.

9. **Action Plan.** Please review the table on the last page and describe the action plan, including timeline for completion.

Signature Page

The above course is approved and deemed to be in compliance with College requirements for credit course evaluation and Pennsylvania Department of Education Chapter 335 Audit documentation requirement.

	Signature	Date
Department Head	_____	_____
Dean	_____	_____
Curriculum Development Coordinator	_____	_____
Vice President	_____	_____

GUIDE to ACTIONS

WHAT YOU WANT TO DO	Action(s)	Please Notify
Incorporate New Teaching and Learning Strategies	Faculty in the discipline, program, or department meet to review and determine strategies and implement them across multiple sections Update SharePoint Record	Department head Faculty
Change or update the course description	Course addendum	Department head Division dean
Revise the curriculum map	Program addendum	Department head Division dean
Revise the course-level student learning outcomes	Course addendum or Course revision	Department head Division dean
Revise the program-level student learning outcomes	Program addendum Program revision	Department head Division dean
Change textbook, topic, or materials	Faculty in the discipline, program, or department meet to review and determine materials and topics and implement them across multiple sections	Department head Faculty
Revise the course	Course revision	Department head Division dean
Revise the Program	Program revision	Department head Division dean
Revise the assessment plan	SharePoint assessment	Department head Division dean Office of Academic Assessment and Evaluation
Reconsider course status (i.e., active, inactive, discontinued)	Course termination Course revision	Department head Division dean