

WTCS Alignment Processes

New Program Alignment

Following is a description of the process generally used by WIDS facilitators for new program alignment. Individual program needs and requirements may necessitate changes in the process.

1. Monitoring Meeting 1

WTCS Education Director and WIDS facilitator conduct a conference call monitoring meeting with WTCS program deans and faculty to review/set alignment criteria and set initial meeting dates with faculty.

2. Work Session 1

WTCS program instructors (up to 2 per college) meet to:

- Review Alignment Process
- Review Alignment Criteria
- Write Program Outcomes
- Identify General Areas of Content
- Brainstorm Course Competencies
- Move Competencies into Potential Courses
- Draft Courses and Credits (* depending on the speed of the group)

3. Process Materials

- WIDS facilitator processes materials from Work Session 1 and posts them on www.curriculumbank.org.
- A summary of the work session is posted and sent to all WTCS Program Deans and program faculty.

4. Deans Monitoring Meeting 2 (Optional web meeting/conference call)

WIDS facilitator conducts a conference call monitoring meeting if there is interest by the WTCS Program Deans based on program summary documents or if questions were raised by faculty requiring dean input during the first work session. *(Because of the nature of the first work session this monitoring meeting is not always necessary.)*

5. Seek Feedback from Other Faculty

Teachers on the alignment team share the meeting results with other faculty members at their colleges. They gather information to bring back to the next alignment team meeting.

6. Work Session 2

- Teachers meet again to:
- Address concerns raised by other faculty and deans
- Finalize competencies
- Develop draft program configuration (courses and credits)

- Choose related general education courses (if specific courses are required)
- Write program course descriptions
- Link courses to program outcomes

7. Process Materials from Work Session 2

- WIDS facilitator processes materials from Work Session 2 and posts them on www.curriculumbank.org.
- A summary of the work session is posted and sent to all WTCS Program Deans and program faculty.

8. Deans Monitoring Meeting 3 (web meeting/conference call)

WIDS facilitator conducts a conference call monitoring meeting. WTCS Program Deans have a chance to review the summary (including courses and credits) and provide feedback.

9. Seek Feedback from Other Faculty

Teachers on the alignment team share the meeting results with other faculty members at their colleges. They gather information to bring back to the next alignment team meeting.

10. Work Session 3

Teachers meet again to:

- Address concerns raised by other faculty and deans at the Monitoring Meeting
- Write performance standards for competencies
- Link courses to program outcomes, external standards as needed

11. Final Materials

WIDS facilitator posts all of the final materials on www.curriculumbank.org under Curriculum.

- WIDS Program File
- WIDS Course Files
- WIDS Course Outcome Summary documents (in Word)
- Any other related documents (program design, program configuration, etc.)

Aligned Program Review

Following is a description of the process generally used by WIDS facilitators for review of aligned programs. Individual program needs and requirements may necessitate changes in the process.

1. Monitoring Meeting 1

WTCS Education Director and WIDS facilitator conduct a conference call with WTCS program deans and faculty to discuss areas of concerns with the curriculum. A recommendation is made as to whether or not the program faculty need a face-to-face meeting or a web meeting for the review. A summary of the meeting is posted in CurriculumBank under Work in Progress.

2. Faculty Meeting

The faculty meet (webinar or face-to-face) to review/revise the course competencies and program configuration.

3. Process Materials

- WIDS facilitator processes the materials from at this meeting and posts them to www.curriculumbank.org under Work in Progress. New materials include draft course outcome summaries and program configuration (if changed).
- WIDS facilitator sends a meeting summary to everyone who participated in this meeting and the deans. Note that any changes to course credits need to be approved by the deans before they can be final.

4. Deans Monitoring Meeting (web meeting/conference call)

Deans review faculty revisions, ask questions, and provide feedback on a conference call with the WIDS facilitator and WTCS Education Director.

5. Seek Feedback from Other Faculty

Teachers on the alignment team share the meeting results with other faculty members at their colleges.

6. *OPTIONAL If Necessary: Teacher Web Meeting*

If the changes suggested by faculty are not accepted by the deans teachers meet again to address concerns raised by other faculty and deans and make changes,

7. Final Materials

WIDS facilitator posts all of the final materials on www.curriculumbank.org under Curriculum.

- WIDS Program File
- WIDS Course Files
- WIDS Course Outcome Summary documents (in Word)
- Any other related documents (program design, program configuration, etc.)