

ALGONQUIN COLLEGE

Program Totals & Summary Sheet Analysis and Review Guide

This sheet has been prepared to facilitate the analysis and review of the Program Totals/Summary Sheets used in the curriculum review process. This document can be used for reviewing both Essential Employability Skills (EES) outcomes and Vocational Learning Outcomes (VLOs). The items in the **ACTION** column are intended to promote a second look at items that, in the most general terms, could impact program quality. It is quite conceivable that, as a result of the action, the program curriculum will stay the same.

QUESTION		RESPONSE	ACTION
A	Is there teaching, assessment, and culminating performances associated with each of the required outcomes?	YES	N/A
		NO	Review level totals and course totals; discuss further with faculty
B	Are there at least two culminating performances for each of the outcomes?	YES	N/A
		NO	Identify possible areas for other culminating performances; discuss further with faculty
C	Are there any instances of assessment with no previous or associated teaching of the related learning?	YES	Ensure there are opportunities for teaching
		NO	N/A
D	Are there culminating performances in Level One or Level Two? (For Diploma Programs)	YES	Review instances and ensure feasibility
		NO	N/A
E	Have all skills or outcomes been taught and assessed at least twice by the end of Level Two? (For Diploma Programs)	YES	N/A
		NO	Investigate appropriateness and opportunities to increase totals
F	Are the overall totals reasonably balanced for the program?	YES	N/A
		NO	Review totals that are ± 3 and investigate opportunities to increase totals
G	Are program totals for a given level equal to the total for a given course?	YES	Explore options to map other courses in the level
		NO	N/A
H	Are totals for a given program equal to or greater than the number of courses in the program?	YES	Verify totals; investigate further (i.e., look for redundancy and over-assessment)
		NO	N/A
I	Is the teaching and assessment of EES appropriately distributed in the program? (e.g., are new teaching and/or assessment activities introduced in a level after a culminating performance has been identified in the lower level?)	YES	N/A
		NO	Verify and investigate further