



## Northern Nevada Consortium for Manufacturing and Mining Curriculum Review

**College:** Truckee Meadows Community College

**Course:** Basic Technical Writing

**Reviewed By:** Jennifer Hennessey-Booth, Instructor @ University of Nevada, Reno

**Date:**

January 13, 2016

### **Review scale definitions:**

**Exceptional:** Review component is a “best practice” and represents a model for replication.

**Very good:** Review component is complete and effective.

**Good:** Review component is adequate but presents opportunities for improvement.

**Ineffective:** Review component is weak and in need of significant improvement.



<b>Program/Student Learning Outcomes and Program Map</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Good</b>	<b>Ineffective</b>
Effective program structure (prerequisites, course sequence, delivery methods, classroom/laboratory blend, stackable credential-structure provide a clear, logical "map" to completion for adult students)	X			
Outcomes aligned to occupational focus (industry skills and standards)	X			
Outcomes clearly stated	X			
Outcomes introduced/reinforced effectively	X			
Evidence of capstone assessment (licensure, industry certification, capstone project or TSA) <b>N/A</b>				
Comments or recommendations: The program map and student learning outcomes were nicely done!				
<b>Course Objectives</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Good</b>	<b>Ineffective</b>
Appropriate to course level	X			
Clearly stated from student perspective	X			
Measurable	X			
Address/support one or more outcome	X			
Comments or recommendations: The course objectives were very clear and measurable.				
<b>Module or Unit Objectives</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Good</b>	<b>Ineffective</b>
Clearly linked to course objectives	X			
Address one or more course objective	X			
Clearly stated from student perspective	X			
Measurable	X			



Comments or recommendations:

There were no problems with the module objectives.



<b>Instructional Materials and Lab Resources</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Good</b>	<b>Ineffective</b>
Support stated course and module or unit learning objectives			X	
Meet/reflect current industry practices and standards	X			
Provide options for multiple learning styles	X			
Resources/materials are cited properly	X			
Evidence of innovation to support adult learner success	X			
<p>Comments and recommendations:            There was a link that produced an error for "Student academic and service support."            The "Powerpoint" and "Cover page" videos were very informative. However, the images could not be seen completely. It appeared that the screen itself needed to be able to expand.</p>				
<b>Learning Activities</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Good</b>	<b>Ineffective</b>
Promote achievement of stated module or unit objectives	X			
Materials/resources (to include equipment, tools and software) are presented in a way that students understand purpose and use in healthcare and other industry settings	X			
Provide opportunities for interaction and active learning	X			
Provide options for multiple learning styles	X			
Linked to current industry practices and standards	X			
Evidence of innovation to support adult learner success	X			
<p>Comments and recommendations:            Lots of different activities, they were well thought out. I particularly liked the matching.</p>				
<b>Assessment Tools/Criteria for Evaluation</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Good</b>	<b>Ineffective</b>
Measure stated learning objectives and link to industry standards	X			
Align with course activities and resources	X			
Include specific and descriptive criteria for evaluation of student work/participation		X		
Sequenced throughout instructional period to enable students to build on feedback	X			
Varied and appropriate to content	X			
Provide opportunities for students to measure their own learning progress	X			
<p>Comments and recommendations:            "All posts must be substantive, adding to the content of the discussion." The word "substantive" is vague and might not be understood by the learners.            Otherwise, nicely done.</p>				
<b>Innovative or enhanced strategies</b>	<b>Exceptional</b>	<b>Very Good</b>	<b>Good</b>	<b>Ineffective</b>
Evidence industry input/standards in program design and curricular components	X			
Evidence of program enhancements to support adult learner	X			



If program has run long enough, is there evidence that enhancements to it have improved pass rates? <b>N/A</b>				
Comments or recommendations: The strategies implemented in this course are creative and appropriate.				

**About this course.....**

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U. S. Department of Labor



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DOL Attribution



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