**ACE Course Recertification Quick Facts**

* Complete online in Course Approval System (CREQ): <http://creq.unl.edu>
* Login with Blackboard user name and password
* Choose “New Request.” Enter course subject code (four letters) and course number (alpha suffix if applicable).
* Choose “Recertification of this ACE Certified course” option.
* You will be able to edit the original certification request if information has changed.
* Complete the ACE Recertification questions:
1. Please indicate the semesters the course has been taught as an ACE certified course.
2. What student work was collected and analyzed to address the outcome? (Provide details about the assignments used.)
3. How did the program analyze the student work? (Explain the analysis including how samples were selected, what method was used to analyze the samples, and who participated in the analysis.)
4. What did the program analysis reveal? (Discuss the findings and implications of the analysis as they relate specifically to the outcome.)
5. How will the program use the findings to improve student achievement of the learning outcome?
6. How were these findings shared to the program? (e.g., Did you meet as a department to discuss the findings?)
7. What assessment questions related to the learning outcome would the program like to investigate in the future?
8. If your assessment plan does not include collection of student work from all sections each time the course is taught, indicate how your department ensures that all sections are taught in accordance with the ACE plan.
* A recent copy of the syllabus for the course must be included in the Recertification request. The syllabus must include the following information:
	+ The Learning Outcome(s) that would be satisfied by the course.
	+ A brief description of the opportunities this course would provide for students to acquire the knowledge or skills necessary to achieve the Learning Outcome(s)
	+ A brief description of the graded assignments that the instructor(s) will use to assess the students’ achievement of the Outcome(s).
* After completing the Recertification request, the submitter will submit the proposal in CREQ to start the routing process.
* Assessment of the learning outcome should be based on the student work samples collected each time the course was taught since ACE certification. The UCC-ACE subcommittee will randomly select a sample of the courses submitted for each outcome to supply samples of the student work used in the outcome assessment. Only the courses randomly selected will be required to upload samples of the collected student work to the Blackboard Content Collection area. The samples should represent work from the course over the period of time the course was ACE certified and should represent student assignments or work that matches the appropriate ACE learning outcome(s). The UCC-ACE subcommittee expects that only a reasonable sample of student work be submitted in Blackboard, not all the student work collected by the course that the department is using for ACE Assessment reporting. The UCC-ACE committee will notify the courses that need to submit samples.
* The UCC-ACE subcommittee will review proposals as they are received. See the CREQ website for the list of dates for viewing and voting by the UCC-ACE subcommittee. As stipulated in the ACE Governing Documents, the UCC-ACE subcommittee will use in its review of the ACE Recertification proposals such criteria as:
* Does the course clearly address the Learning Outcome(s) identified?
* Does the course provide students with opportunities to develop the knowledge/skills necessary for successful achievement of the Learning Outcome(s)?
* Does the course provide students with opportunities to demonstrate achievement of the Learning Outcome(s)?
* Does the course reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, or Human Diversity?
* Has the hosting department/unit used assessment data to improve the course?
* Have the hosting department/unit and the instructor(s) followed through with their responsibilities as outlined in the ACE Course Certification Request Form?