Guidelines for ACE Recertification

ACE Governing Document 4: Governance & Assessment (part VIII. Recertification of ACE Courses) requires that ACE courses will be recertified initially on a staggered timeline, followed by five-year cycles.

RECERTIFICATION SCHEDULE:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>ACE Student Learning Outcome (SLO)¹</th>
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</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>1, 2, 3</td>
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<tr>
<td>2012-2013</td>
<td>4, 6, 7</td>
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<td>2013-2014</td>
<td>5, 9</td>
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<td>2014-2015</td>
<td>8, 10</td>
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<tr>
<td>2015-2016</td>
<td>ACE Program Review</td>
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RECERTIFICATION PROCESS:

- During the spring 2011 semester, colleges had the opportunity to review the current approval flow of requests in the CREQ system and determine the path that Recertification requests will precede in CREQ.
- In cooperation with the appropriate Dean’s Office, the department/unit hosting the course to be recertified will receive a Recertification Request notification via email in the spring of the year prior to recertification, followed by a reminder at the beginning of the academic year in which the recertification occurs. The department/unit/college will be responsible for identifying the appropriate department designee to complete the recertification process for the ACE courses.
- Recertification of ACE courses will be completed through the Course Approval (CREQ) system using a process similar to that used for the original certification proposal. When the designee logs into CREQ, s/he would initiate a recertification request for each course. All such requests will appear in

¹ For courses certified for two outcomes that are scheduled for recertification in different years, the department can select which of the years they choose to submit their request for recertification and assessment report.
a new banner under “My Requests” – that of “ACE Recertify”. NOTE: The department/unit may use the opportunity of recertification to request changes in the course as per normal CREQ (UCC) procedures. In that case, the banner would read “Change / ACE Recertify.”

- The Recertification for ACE courses process needs to be complete and into the UCC-ACE queue by December 15 of the year in which recertification is scheduled.
- The UCC-ACE committee will begin the review of Recertification requests in January and will notify departments about the outcome of their request the schedule to be listed in the current academic year version of the UCC Handbook and the CREQ website.
- Samples of student work collected are required to be electronically submitted in Blackboard by the December 15 Recertification deadline. The samples should represent work from the courses over the period of time the course was ACE certified and should represent student assignments or work that matches the appropriate ACE learning objectives. Folders will be created in Blackboard Content Collection for each course to submit electronic samples of student work.

**CRITERIA FOR RECERTIFICATION:**

The Recertification Process is based upon the ACE Governing Documents, specifically #4 “Governance and Assessment”. The following questions are asked as part of this process and will be answered in the CREQ system by the submitter:

- Do you wish to recertify this course for ACE? (If NO please submit letter from dean and cross-listed department if applicable.)
- Please indicate the last semester the course was taught as an ACE course.
- What have assessment data revealed about how the course helps students achieve the designated Student Learning Outcome(s)?
- How have those assessment revelations been used to help the course meet the certified Student Learning Outcome(s)?
- 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.
- If the response in the original proposal for ACE certification indicated that the assessment process was still being developed, the UCC/ACE subcommittee expects an explanation of the process.

Note: The online Recertification Form automatically provides the original proposal for ACE certification. You may take this opportunity to make edits and additions to your original proposal.

- The recertification process requires that a recent copy of a syllabus be submitted. 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).

- As stipulated in the ACE governing documents, the UCC ACE subcommittee will use in its review of ACE Recertification Forms 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?

*Revised 5/17/2011