Ready to get started?

Drafting Steps*:*

- Identify the applicable level of learning.

- Draft clear statements of measurable behavior by using an active verb.

- Double check measurability of CLO's by using Bloom's Taxonomy as a guide *(click the "What is Expected" link under Learning Outcomes tab in the Course Learning Outcomes proposal in the database).*

Process for Submitting:

- Go to the Curriculum Database, www.monroecc.edu/go/curriculum

- Click on Create Proposals

- Select Course Learning Outcomes

- Edit and enter required fields

- Save proposal, which will be in "Under Development" status

- When ready to submit, click on Edit

- Then, under Proposal Status tab, click on Submit to Dept Chair

- An email to faculty proposer will be generated each time the proposal moves through the review process: **Submitted to Dept Chair; Approved by Dept Chair, Submitted to Division Dean; Forward by Division Dean, Submitted to Curriculum Office; Approved by Curriculum Office, Submitted to Course Learning Outcomes Committee; Received by Curriculum Office.**

Process for Resubmission:

- If additional information or changes are suggested, a message is sent to the proposer alerting them that the CLO submission has been returned to "Under Development" status for further editing

- Go to the Curriculum Database, www.monroecc.edu/go/curriculum

- View Proposals by status

- Click on "Under Development"

- Click on "Edit" and make the necessary changes

- Save proposal

- Then, under Proposal Status tab, click on Submit to Dept Chair

- An email to faculty proposer will be generated each time the proposal moves through the review process: **Submitted to Dept Chair; Approved by Dept Chair, Submitted to Division Dean; Forward by Division Dean, Submitted to Curriculum Office; Approved by Curriculum Office, Submitted to Course Learning Outcomes Committee; Received by Curriculum Office.**