**Foundation of Knowledge General Education Program**

**CLOSE THE LOOP FORM**

The purpose of this form is to share the changes you and your colleagues are implementing in your general education course as a result of assessment findings. Before preparing this form, please consider the following:

* Consult your prior Close the Loop form for this course, if applicable and [update](#Bookmark1) the below table
* Consult the assessment data provided by the General Education Committee and the Office of Undergraduate Academic Affairs and your own course assessment data.
* Discuss the results and potential changes with colleagues in your department
* Choose ONE SLO to focus your efforts and for the purpose of this form
* For guidance, review a Sample Close the Loop form with examples [here.](https://inside.nku.edu/gened/faculty/closing-the-loop.html)
* Please submit one form for each general education course

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**Part I: Course Information**

1. Program/Department:
2. Course Name/Number:
3. Number of sections usually taught per year:
4. Delivery mode:
5. Please select your course’s General Education category

* Written Communication: C1, C3, C3
* Oral Communication: A1, C1, C2, C3
* Culture and Creativity: A1, A4, B1, B2

**Part II: Looking Back**

If applicable, refer to your prior Close the Loop form and use the table below to share any impact on student learning since that last report. (Please email [gened@nku.edu](mailto:gened@nku.edu) if you need a copy of the earlier Close the Loop form.)

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| --- | --- |
| **Update from last “Close the Loop” form** | |
| **Summarize a change described in the last form:** | **Did the change improve student learning as hoped? Explain if this is based on assessment data or on other observations?** |
|  |  |

**Part III: Looking Forward**

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| **Continuous Improvement:** For this section, you are encouraged to focus on improving **ONE** general education SLO. | |
| In a short narrative, please indicate which student learning outcome (pick only one!) that you are focusing on AND describe the assignment(s) and/or activities used to assess your selected SLO. |  |
| If you used any data in addition to the assessment results provided by the GEC and Office of UAA, please describe the data you used and how it informed your decision to focus on this SLO and make potential improvements. |  |
| Provide a narrative about the changes you are implementing *as a result of the assessment findings* and how the change might improve student learning of your chosen SLO. |  |
| Please also send—as attachments—the supporting evidence for those changes (such as before and after documents). | List file names here. |

**Part IV: Planned Follow-Up**

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| **Follow-up for this cycle** | **Comments** |
| **When is the next time this class will be taught?** |  |
| **How do you plan to determine if the changes improved student learning?** |  |
| **Further Reflections** |  |

**Submission Checklist**

These are the elements that the Gen Ed Committee is asking for in the Close the Loop form

\_\_\_\_\_ The form indicates the correct Gen Ed category.

\_\_\_\_\_ The form provides a description (and not just the type) of an assignment that addresses one SLO, allowing students to demonstrate learning the SLO.

\_\_\_\_\_ The discussion incorporates data for the whole general education category and course-level data for the SLO, if available.

\_\_\_\_\_ A narrative reflection on the data indicates a change to improve student learning relevant to the selected SLO.

\_\_\_\_\_ A before and after example is submitted and demonstrates changes (highlighting changes if possible)

SUBMIT one form (with attachments) for a Gen Ed course to [GenEd@nku.edu](mailto:GenEd@nku.edu).