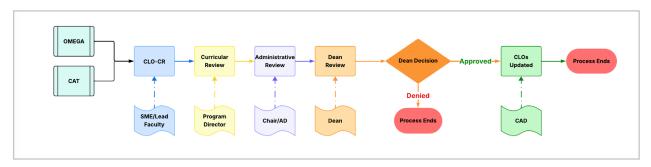
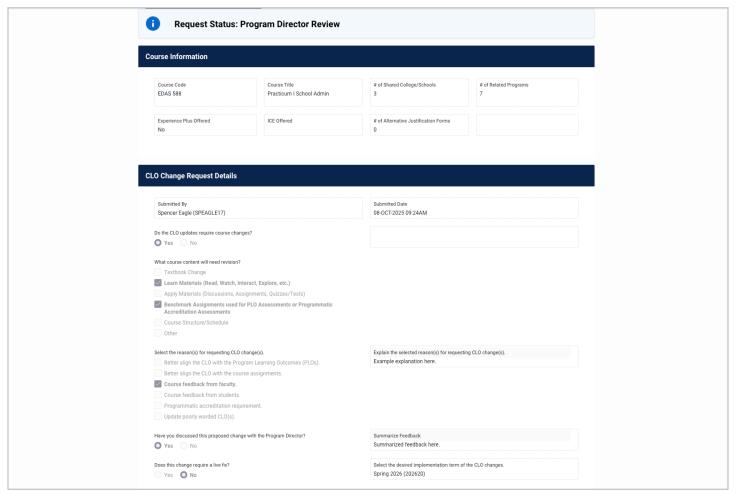


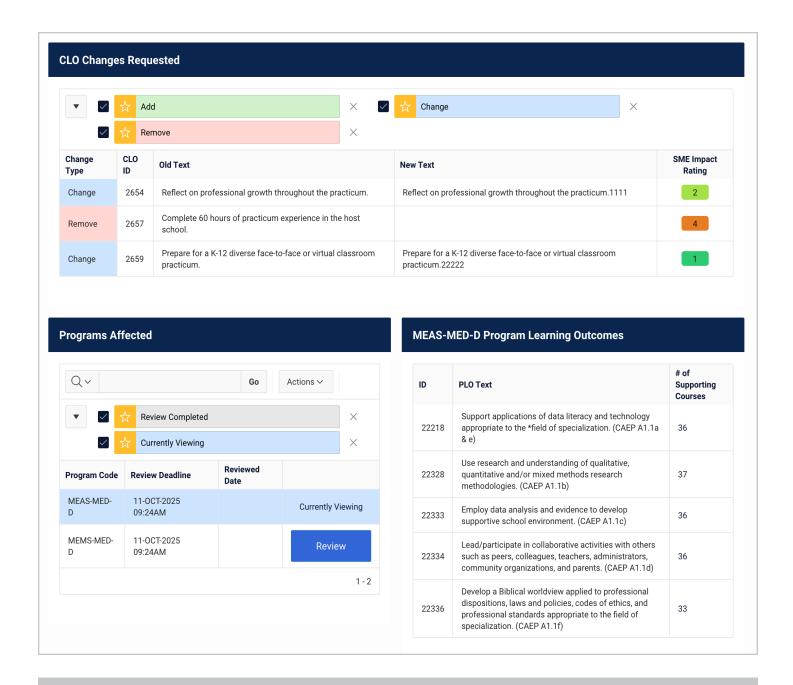
### Outcomes Management for Evaluation, Governance, & Alignment (OMEGA) Curricular Review

#### Overview

This document provides a comprehensive guide for Program Directors responsible for reviewing Course Learning Outcome Change Requests (CLO-CR) within the OMEGA form. Program Directors overseeing programs that include impacted courses will have access to the Course Information section, SME/Lead Faculty responses, and all relevant programs under their purview.







### How to Access the CLO-CR Form in OMEGA

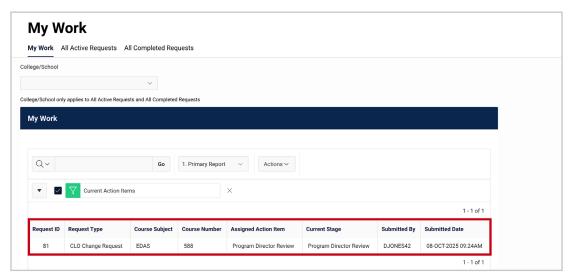
1. To access and review an assigned change request, navigate to the OMEGA Form at <a href="www.Liberty.edu/">www.Liberty.edu/</a> <a href="OMEGA">OMEGA</a> and log in using your Liberty University credentials.



2. Click the side navigation icon to open the navigation menu, then select My Work.

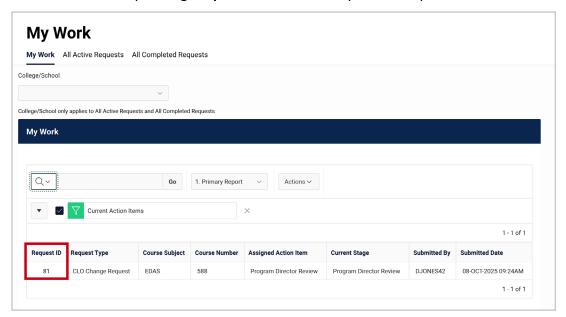


3. Within the My Work Dashboard, review all current action items assigned to you.



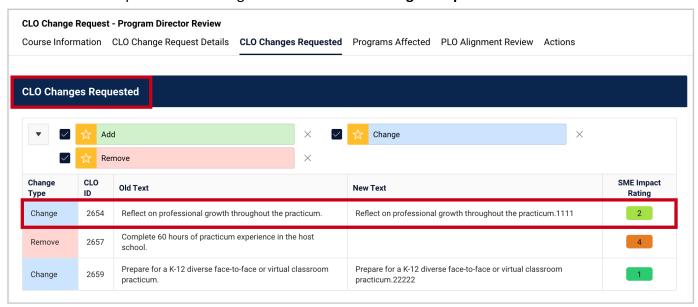
Note: The My Work dashboard displays one request at a time. You may have multiple programs to review inside of each request based on your role.

4. Click the corresponding **Request ID** number to open the request and view all associated action items.

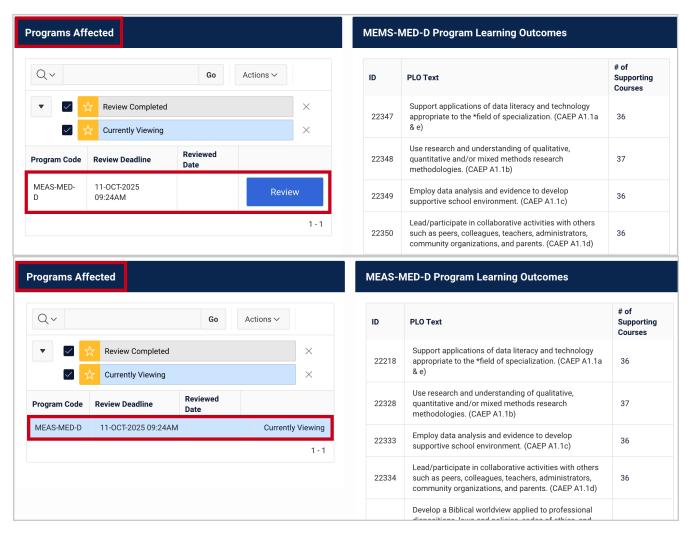


# How to Complete the CLO-CR Form in OMEGA - Program Director Review

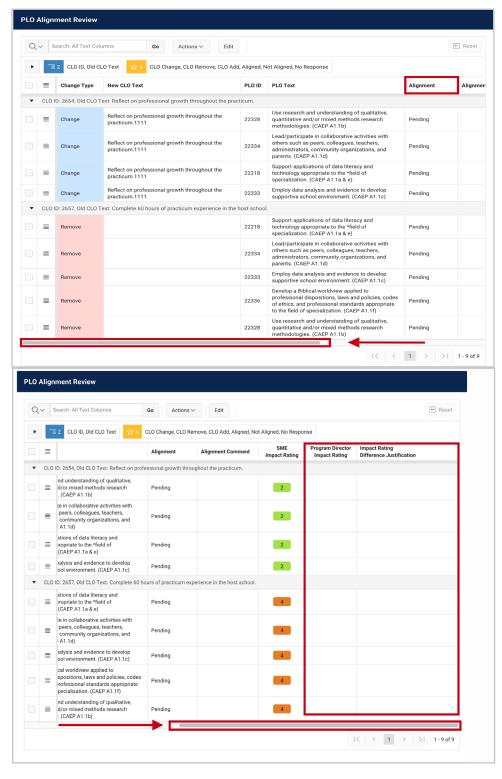
1. Review the requested CLO changes listed under CLO Changes Requested.



2. To review the impacted programs , click **Review** under the **Programs Affected**.



3. Scroll to the **PLO Alignment Review** section and complete the chart for each proposed change. Ensure all rows are reviewed and completed by scrolling through all of the rows.

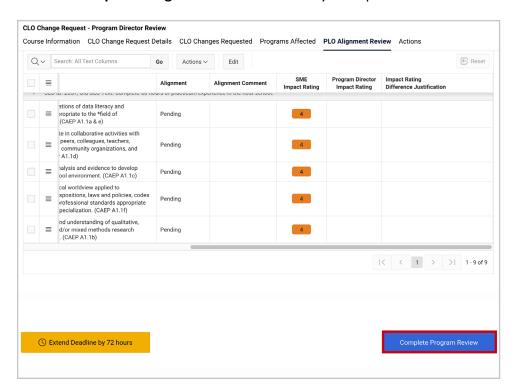


Note:Program Directors should use the SME Impact Rating, SME responses to CLO-CR questions, the Course Information section, and the Curricular Impact Rating Scale to determine the appropriate Program Director Impact Rating.

If a CLO is changed and marked as Not Aligned, and the change is approved, the CLO will no longer be associated with the selected Program Learning Outcome (PLO).

Conversely, if a new CLO is added and marked as Aligned, approval will establish a formal relationship between the new CLO and the selected PLO.

4. Click **Complete Program Review** to finalize your input.



5. Repeat steps 2 through 4 for each impacted program.

# **Need Assistance?**

For assistance with the Outcomes Management for Evaluation, Governance, & Alignment (OMEGA) form, contact your school's Academic Operations Liaison.

If you're unsure who that is, email <u>AcademicOperations@Liberty.edu</u> for guidance.