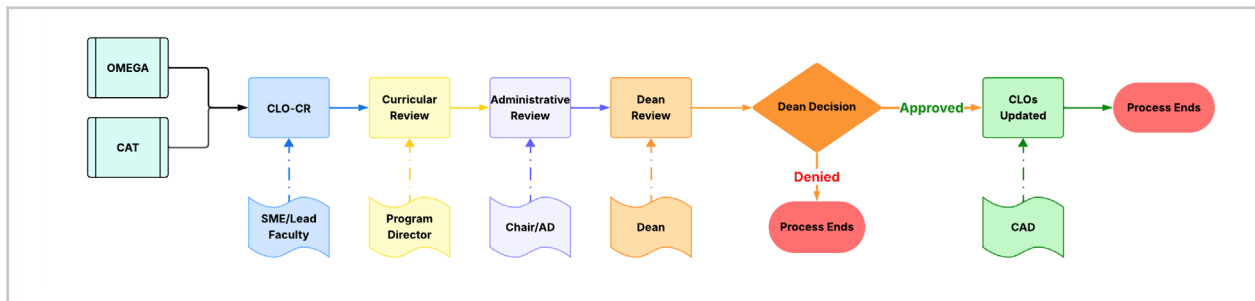


Outcomes Management for Evaluation, Governance, & Alignment (OMEGA) SME/Lead Faculty Request

Overview

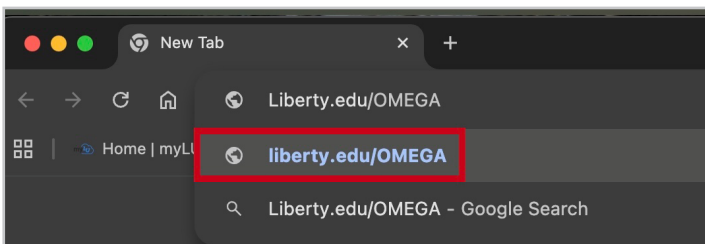
This document provides a comprehensive guide for **SME/Lead Faculty** responsible for submitting Course Learning Outcome Change Requests (CLO-CR) within the OMEGA form. SME/Lead Faculty oversee the Course Outcome Catalog and Map documentation and submission process.

The CLO-CR has 4 distinct phases: SME/Lead Faculty Initial Request, Curricular Review, Operational Review, and Dean Review, which results in the Dean's decision to either approve or deny the CLO-CR.

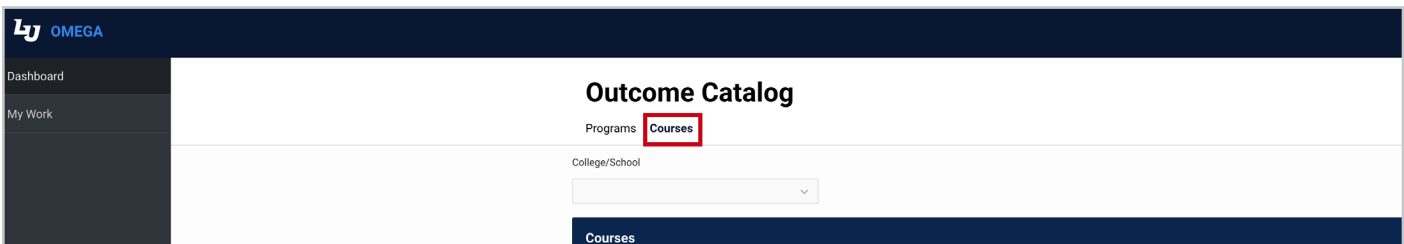


How to Access the CLO-CR Process in OMEGA

1. To access the OMEGA Form, visit www.Liberty.edu/OMEGA and log in using your Liberty University credentials.



2. Select the **Courses** tab at the top of the page.



3. Locate the desired course using the **search bar** at the top or scroll down to find the course and click **View**.

College/School

College/School

Courses

Q ENGL 103 Go Actions

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View	Crse Subj	Crse Num	Course Title	Department	College	Related Programs
View	ENGL	100	Basic Composition	English (ENGL)	College of Arts & Sciences (AS)	0
View	ENGL	101	Composition & Rhetoric	English (ENGL)	College of Arts & Sciences (AS)	0
View	ENGL	102	Composition & Literature	English (ENGL)	College of Arts & Sciences (AS)	37
View	ENGL	103	Technical Comm for Professions	English (ENGL)	College of Arts & Sciences (AS)	3
View	ENGL	111	Introduction to Documentation	English (ENGL)	College of Arts & Sciences (AS)	0
View	ENGL	201	American Literature I	English (ENGL)	College of Arts & Sciences (AS)	9
View	ENGL	202	American Literature II	English (ENGL)	College of Arts & Sciences (AS)	10
View	ENGL	215	English Literature I	English (ENGL)	College of Arts & Sciences (AS)	11
View	ENGL	216	English Literature II	English (ENGL)	College of Arts & Sciences (AS)	13

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4. Once the **Outcome Map** page loads, go to the **Outcomes** tab and click **Propose CLO Change Request**.

Outcome Catalog \

Outcome Map

View as of Term
Fall 2025 (202540)

Course Information **Outcomes** All Change Requests Related Module Learning Outcomes (MLOs) Related Program Learning Outcomes (PLOs)

Outcomes

Q Go Actions

Propose CLO Change Request

ID	Outcome Type	Text	From Term	To Term	Attributes
2442	CLO	Create grammatically correct written communication in proper format for a professional business setting.	202420	999999	
2443	CLO	Summarize major concepts in a professional business setting.	202420	999999	
2444	CLO	Determine correct formats for communicating technically in a profession.	202420	999999	
2445	CLO	Produce well-structured, grammatically sound writing in various modes of discourse.	202420	999999	
2446	CLO	Write with clarity.	202420	999999	
2447	CLO	Recognize and use standard usage in English grammar, word choice (diction), phraseology, and sentence structure.	202420	999999	
2448	CLO	Apply knowledge of sentence structure to basic sentence editing and revision.	202420	999999	
2449	CLO	Integrate sources accurately and effectively.	202420	999999	
2450	CLO	Communication and Information Literacy 1: Discover and evaluate information to accomplish a specific purpose.	202420	999999	
2451	CLO	Communication and Information Literacy 2: Communicate information effectively in the English language, orally and/or through writing, for a variety of purposes, using technology when appropriate.	202420	999999	
2452	CLO	Communication and Information Literacy 3: Analyze and assess various forms of information and expression to determine their meaning, employing technology when relevant.	202420	999999	
2453	CLO	Communication and Information Literacy 5: Relate communication and information literacy to participation in God's redemptive work.	202420	999999	

1 - 12

How to Submit a CLO Change Request

1. From the **Outcome Map** page, review the **Course Information** section that provides critical information to consider while completing the CLO-CR.

Outcome Catalog \

Outcome Map

View as of Term
Fall 2025 (202540)

Course Information Outcomes All Change Requests Related Module Learning Outcomes (MLOs) Related Program Learning Outcomes (PLOs)

Course Information

Course Code ENGL 103	Course Title Technical Comm for Professions	SME/Lead Faculty Sparky Eagle (seagle71@liberty.edu)	Date of Last Approved Change Request
# of Students for Previous Academic Year 582	# of CAT Requests in last 12 Months 1	# of Shared College/Schools 2	# of Related Programs 3
Experience Plus Offered Yes	ICE Offered	# of Alternative Justification Forms 0	

2. Navigate to the **Course Learning Outcomes (CLOs)** section and answer the questions about the proposed CLO changes.

Do the CLO updates require course changes? *

☐ Yes ☐ No

Select the reason(s) for requesting CLO change(s). *

☐ Better align the CLO with the Program Learning Outcomes (PLOs).
☐ Better align the CLO with the course assignments.
☐ Course feedback from faculty.
☐ Course feedback from students.
☐ Programmatic accreditation requirement.
☐ Update poorly worded CLO(s).

Explain the selected reason(s) for requesting CLO change(s). *

Have you discussed this proposed change with the Program Director? *

☐ Yes ☐ No

Does this change require a live fix? *

☐ Yes ☐ No

Select the desired implementation term of the CLO changes. *

3. Review the current CLOs on the chart and select the CLO(s) you want to change.

Course Learning Outcomes (CLOs)					
Search: All Text Columns Go		Actions	Edit	Add New CLO	
☐	☐	ID	CLO Text	Request Type	New CLO Text
☐	☐			Add	Example of new CLO
☐	☐	2442	Create grammatically correct written communication in proper format for a professional business setting.	No Changes Requested	Create grammatically correct written communication in proper format for a professional business setting.
☐	☐	2443	Summarize major concepts in a professional business setting.	No Changes Requested	Summarize major concepts in a professional business setting.
☐	☐	2444	Determine correct formats for communicating technically in a profession.	No Changes Requested	Determine correct formats for communicating technically in a profession.
☐	☐	2445	Produce well-structured, grammatically sound writing in various modes of discourse.	No Changes Requested	Produce well-structured, grammatically sound writing in various modes of discourse.
☒	☐	2446	Write with clarity.	Change	Write with clarity and be concise.
☐	☐	2447	Recognize and use standard usage in English grammar, word choice (diction), phraseology, and sentence structure.	No Changes Requested	Recognize and use standard usage in English grammar, word choice (diction), phraseology, and sentence structure.
☐	☐	2448	Apply knowledge of sentence structure to basic sentence editing and revision.	No Changes Requested	Apply knowledge of sentence structure to basic sentence editing and revision.

4. To edit a CLO, select the CLO from the list and click **Edit**.

Course Learning Outcomes (CLOs)					
Search: All Text Columns Go		Actions	Edit	Add New CLO	
☐	☐	ID	CLO Text	Request Type	New CLO Text
☒	☐	2442	Create grammatically correct written communication in proper format for a professional business setting.	No Changes Requested	Create grammatically correct written communication in proper format for a professional business setting.

5. In the **Request Type** column, double click on the CLO and select **Change**.

Course Learning Outcomes (CLOs)					Course Learning Outcomes (CLOs)				
Search: All Text Columns Go		Actions	Edit	Add New CLO		Search: All Text Columns Go		Actions	Edit
☐	☐	ID	CLO Text	Request Type	New CLO Text	☐	☐	ID	CLO Text
☒	☐	2442	Create grammatically correct written communication in proper format for a professional business setting.	No Changes Requested	Create grammatically correct written communication in proper format for a p	☒	☐	10415	Evaluate the varied provenance of American literature from a biblical worldview particularly its religious sociopolitical economic cultural and literary derivations.
☐	☐	2443	Summarize major concepts in a professional business setting.	No Changes Requested	Summarize major co setting.	☐	☐	10416	Characterize each period of American Literature from its beginning through Romantic periods.
☐	☐	2444	Determine correct formats for communicating technically in a profession.	No Changes Requested	Determine correct for in a profession.	☐	☐	10417	Examine the works from each period as literary products of their age.

6. Enter the updated CLO text in the **New CLO Text** field.

Course Learning Outcomes (CLOs)					
Search: All Text Columns Go		Actions	Edit	Add New CLO	
☐	☐	ID	CLO Text	Request Type	New CLO Text
☒	☐	2442	Create grammatically correct written communication in proper format for a professional business setting.	Change	New CLO verbiage.
☐	☐	2443	Summarize major concepts in a professional business setting.	No Changes Requested	
☐	☐	2444	Determine correct formats for communicating technically in a profession.	No Changes Requested	Determine correct formats for communicating technically in a profession.

7. To remove the CLO, select **Remove** under the **Request Type** dropdown menu, select **Remove**.

Course Learning Outcomes (CLOs)

Search: All Text Columns

	ID	CLO Text	Request Type	New CLO Text	SME Impact Rating
☒	2442	Create grammatically correct written communication in proper format for a professional business setting.	Remove	New CLO verbiage.	
☐	2443	Summarize major concepts in a professional business setting.	No Changes Requested	Summarize major concepts in a professional business setting.	

8. To add a new CLO, click **Add New CLO**.

Course Learning Outcomes (CLOs)

Search: All Text Columns

	ID	CLO Text	Request Type	New CLO Text	SME Impact Rating
☐	10415	Evaluate the varied provenance of American literature from a biblical worldview particularly its religious sociopolitical economic cultural and literary derivations.	No Changes Requested	Evaluate the varied provenance of American literature from a biblical worldview particularly its religious sociopolitical economic cultural and literary derivations.	
☐	10416	Characterize each period of American Literature from its beginning through Romantic periods.	No Changes Requested	Characterize each period of American Literature from its beginning through Romantic periods.	

9. Enter the new CLO text in the **New CLO Text** field.

Course Learning Outcomes (CLOs)

Search: All Text Columns

	ID	CLO Text	Request Type	New CLO Text	SME Impact Rating
☒			Add	Make the connections between literature and the Bible	
☐	10415	Evaluate the varied provenance of American literature from a biblical worldview particularly its religious sociopolitical economic cultural and literary derivations.	No Changes Requested	sociopolitical economic cultural and literary derivations.	

10. Repeat steps 3 – 9 for all desired CLO changes, removals, and/or additions.

11. Rate the impact of each proposed CLO change using the SME Impact Rating scale (1 = minimal impact, 5 = major impact). See the **Curricular Impact Rating Scale** after the screenshot.

Course Learning Outcomes (CLOs)

Q

Search: All Text Columns

Go

Actions

Edit

Add New CLO

Reset

☐		ID	CLO Text	Request Type	New CLO Text	SME Impact Rating
☒				Add	Make the connections between literature and the Bible.	
☐		10415	Evaluate the varied provenance of American literature from a biblical worldview particularly its religious sociopolitical economic cultural and literary derivations.	No Changes Requested	Evaluate the varied provenance of American literature from a biblical worldview particularly its religious sociopolitical economic cultural and literary derivations.	
☐		10416	Characterize each period of American Literature from its beginning through Romantic periods.	No Changes Requested	Characterize each period of American Literature from its beginning through Romantic periods.	

✓

1

2

3

4

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Note: To determine the SME Impact Rating, the SME/Lead Faculty should refer to the answers below the chart, the Course Information section, and the Curricular Impact Rating Scale.

Curricular Impact Rating Scale		
SME Impact Rating	Category	Description
1	Minimal Impact	The CLO update is minor (e.g., wording adjustments, punctuation changes). The course is used by a single college/school, appears in few programs, has few or no Alternative Justification Forms, and is not widely available through EPlus, ICE, CLEP, or Ministry Partnerships. The CLO update does not affect course assessments, instructional materials, or alignment with program outcomes.
2	Slight Impact	The CLO update refines but does not change the fundamental intent of the CLO. The course is used by a limited number of Colleges/Schools, appears in a moderate number of programs, and has some Alternative Justification Forms. The course may be available through a few experience-plus options, but these are not widespread. Minor updates to course materials may be needed, but no major assessment or instructional redesign is required.
3	Moderate Impact	The CLO update shifts focus, potentially affecting Learn and Apply items. The course is used by multiple Colleges/Schools, appears in a larger number of programs, and has several Alternative Justification Forms. The course is also available through multiple experience-plus options (EPlus, ICE, CLEP, Ministry Partnerships), increasing its flexibility in the curriculum. Moderate course revisions may be necessary to maintain assessment and instructional coherence.
4	Significant Impact	The CLO update substantially alters course objectives, affecting Learn and Apply items. The course is used by many Colleges/Schools, appears in a large number of programs, has numerous Alternative Justification Forms, and is widely available through various experience-plus options. The CLO update may require extensive content revisions and possible adjustments to align with related courses.
5	Major Impact	The CLO update fundamentally changes or removes a critical learning objective. The course is used by a high number of Colleges/Schools, appears in many programs across the institution, has extensive Alternative Justification Forms, and is offered in numerous experience-plus options. The modification requires significant curriculum redesign, including changes to course materials, assignments, and potentially the program structure.

12. Click **Submit Change Request** to finalize your submission.

		sociopolitical economic cultural and literary derivations.		sociopolitical economic cultural and literary derivations.	
☐	☰	10423	CT 3: Compare and contrast the biblical worldview with a nonbiblical worldview evaluating the influence of assumptions and contexts on ethics and values.	No Changes Requested	CT 3: Compare and contrast the biblical worldview with a nonbiblical worldview evaluating the influence of assumptions and contexts on ethics and values.

1 rows selected Total 1

Submit Change Request



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 AcademicOperations@Liberty.edu for guidance.