



## **Procedure for Modifications to the Passport Learning Outcomes and Proficiency Criteria**

Just as learning is expected to evolve over time, so too are the Passport Learning Outcomes (PLOs) and the Proficiency Criteria (PC) expected to evolve. To ensure that the PLOs and PC are staying current, the Passport Review Board (PRB) will reconvene interstate faculty teams with expertise and experience in each of the nine Passport knowledge and skill areas on a five-year rotation to review the PLOs and PC. In the interim, the PRB may reconvene interstate faculty teams to reconsider requests for changes and/or additions based on the following process.

### **How to propose a modification to Passport PLOs or PCs**

Concerns and/or suggested edits about the PLOs or PC should be made in writing by faculty and include a rationale for the edits. The name(s) and title(s) of the faculty making the request must also be included.

#### **If your institution is an Interstate Passport® Network member**

Faculty at a member institution may bring concerns or questions about the PLOs/PC to their Institution Liaison (whose name can be found in the institution's profile on the [Interstate Passport](#) website), the primary contact for Interstate Passport. The Institution Liaison will bring the concern to the attention of the [Passport State Facilitator](#) (PSF).

#### **If your institution is not an Interstate Passport Network member**

Faculty at a non-member institution may work through the appropriate channels on their campus to contact their [Passport State Facilitator](#). If the state does not have a PSF, the faculty member should contact the Interstate Passport's [member services coordinator](#).

#### **The Process**

Once the PSF (or Passport staff, as appropriate) has the concern and proposed amendment in writing, the current state PSFs shall meet to determine if the specific issue raised is a concern at other participating institutions. If that is the case, the PSFs will call the issue to the attention of the [Passport Review Board \(PRB\)](#), which will decide if the concern is critical to fulfilling the mission and purpose of Interstate Passport. If so, it will request that the appropriate interstate faculty team reconvene both to consider the concern and to decide what, if any, action the faculty team wishes to take.

If the PRB decides not to reconvene the interstate faculty team, the PRB will issue a statement to that effect and disseminate it to all PSFs and all Institution Liaisons. If the PRB requests that the faculty team reconvene to consider a change to the PLOs, the outcome of the team deliberations will be shared with the Passport Review Board, all PSFs, and all Institution Liaisons. In either case, the Institution Liaisons will be responsible for disseminating the information to relevant faculty. Any modifications made to the Passport Learning Outcomes or Proficiency Criteria by the faculty team will be reflected in all Interstate Passport documents, handbooks and web pages.

#### **Consideration**

The PLOs are based on the LEAP essential learning outcomes, WICHE research, and were carefully agreed upon and crafted by teams of expert faculty in the nine knowledge and skill areas. Recommending changes/revisions to PLOs will have a significant impact on programmatic operations for all member institutions. Therefore, it is prudent to be thoughtful in recommendations to revise a PLO.