SPOL Assessment Basics: Programs & Outcomes

Program Details

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Editing Your Program

1. Click <Edit Program> to update:
   - **Program Title**
   - **Program Description**
   - **Mission Statement**
   - **Outcome Types**
   - **Program Manager**

2. Click **<Add Program Goal>** to create broad goals related to student:
   - Knowledge
   - Abilities
   - Values
   - Behaviors

3. Click <Edit **Planning Units**> to add all planning units that are active participants in this program.

4. Click the **<Edit Program Members>** button to add users to the program, which will allow them to add and edit outcomes, measures, and other program data.

5. Click <Edit **Courses**> to add the major courses to this program.
   - Don't include Gen Ed courses or electives outside of your control.
   - **Sequence the courses** to determine the order the course will appear in the Program Assessment Map.
   - Search for courses by Course ID or Course Title

6. Click **<Add Outcome>** to begin adding outcomes to this program:
   - Student learning outcomes
   - Operational outcomes

Adding & Editing Outcomes

7. On the **Outcome Edit** page, enter:
   - **Outcome Title** (include an Outcome Number)
   - **Outcome Description** – what you want to see demonstrated
   - **Outcome Operational Status** – the stage of the assessment cycle that you're in for this outcome
   - **Outcome Type**
   - **Planning Year** with **Multi-Year Indicator**
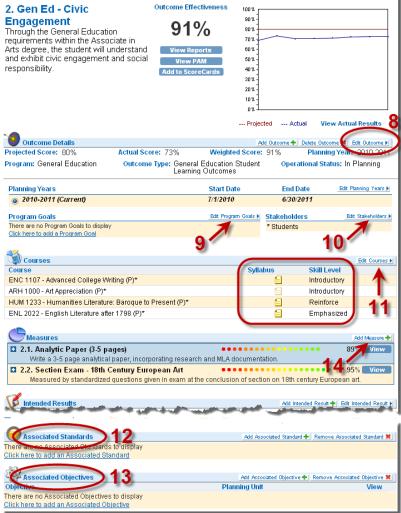
8. Upon <save>, you'll navigate to the **Outcome Details** page. Click <Edit Outcome> if you need to go back to the edit page.

9. If this outcome supports one or more program goals, click <Edit **Program Goals**> to select.

10. Click <Edit **Stakeholders**> to select the groups addressed by the outcome, such as students, faculty, donors, etc.

11. Of the courses that have been added to the program, select the **Courses** where this outcome will be measured.
    - For each course, identify the **skill level** addressed for this outcome.
    - If the outcome is explicitly addressed in the **course syllabus**, click on the notepad icon and copy-&-paste the language from the syllabus.

12. If the outcome supports an accreditation standard, select the standard(s) from the **Associated Standards** section.

13. If the outcome provides data for an objective, or if an objective has been written to improve performance on this standard, select the objective(s) from the **Associated Objectives** section.

14. Click <Add **Measure**> to begin adding measures to this outcome.