Learning Outcomes Assessment Quick Start Guide

This Quick-Start Guide is designed to assist units in establishing a process and plan to gather evidence of student learning in your degree programs. It is based on the information that needs to be reported in Taskstream, including sample entries, and includes links to additional resources.

Program Learning Outcomes

These outcomes are statements of what students should know and/or be able to do at the end of a degree program. The outcomes should include verbs that specify observable behaviors, such as "analyze" in the example below. Note that "understand" is not very observable. We recommend that a program have no more than five outcomes, unless an external accreditation body requires more than that.

Additional Resource: Program Learning Outcomes

Outcome 1: Analysis	Students will be able to critically analyze political information given an issue important in modern U.S. society.
Outcome 2	
Outcome 3	
Outcome 4	
Outcome 5	

Curriculum Map

The Curriculum Map provides an overview of where the Program Learning Outcomes are assessed, indicated by the "A"s in the table. There are also options of indicating where the outcomes are introduced to students ("I"s in the table), where students have opportunities to practice the knowledge and/or skills reflected in the outcomes ("P"s in the table), and combinations of these. Each outcome should be assessed with a minimum of one direct measure and one indirect measure. In addition to identifying assessment points, the specific assignment or activity should be included, such as "Portfolio" and "Graduating Senior Survey" in the sample map.

Additional Resource: Curriculum Map

University of Arizona AMS » College of OIA » Department of Assessment
BA Political Science

BA Political Science Map (Streamlined)
Courses and Activities Mapped to BA Political Science Outcome Set

	Outcome				
	Outcome 1: Analysis Students will be able to critically analyze political information given an issue important in modern U.S. society.	**Outcome 2** Students will be able to differentiate the theoretical, structural, historical, and scientific dimensions of politics.	**Outcome 3** Students will be able to communicate effectively orally and in writing.	**Outcome 4** Students will demonstrate sensitivity and tolerance of racial, cultural, and other human differences.	**Outcome 5** Students will demonstrate commitment to being a politically responsible citizen.
Courses and Learning Activities					
PSCI 101 Collaborative Introductory Course		I			
PSCI 201 Case Analysis	I	P	I	I	
PSCI 250 Course-Required Essays	P	P	P		I
PSCI 300 Research Paper	P	P	P	P	P
PSCI 400 Service Learning Project	P	P	P	P	P
Program Outcome Assessment Activities					
PSCI 498 Portfolio and Oral Presentation	A	A	A	A	A
Senior Survey Graduating Senior Survey	A	A	A	A	A

Legend :	**I** Introduced	**P** Practiced	**A** Assessed	**I/P** Introduced/Practices	**P/A** Practiced/Assessed

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Process of Assessment

The Process of Assessment section is for describing how faculty and staff are involved in the development, implementation, and use of student learning outcomes. This narrative should include sufficient details to allow anyone involved in assessment of student learning to continue that assessment.

Additional Resource: Process of Assessment

<u>Example</u>

The curriculum committee reviews all course proposals and modifications to ensure that the program outcomes are being addressed. There is one faculty coordinator for the program assessment who coordinates the formal assessment of the program outcomes. He/she helps to create scoring rubrics or surveys where necessary, with feedback from the entire faculty. Findings from assessments are reported to the assessment coordinator at the end of each semester. The faculty then meets once a semester to review the previous semester's findings to see whether any changes are required. If changes need to be implemented, a schedule is determined, along with who is responsible for the action.

Assessment Plan

The Assessment Plan is where the details of the measures for each outcome are recorded. Every field should be completed, to keep the plan sustainable as personnel change. Note that the scoring rubrics, exit surveys, and other tools need to be attached to the measures.

Additional Resource: Assessment Plan

Outcome		
Outcome 1: Analysis Students will be able to critically analyze political information given an issue important in modern U.S. society.	Measure Title	PSCI 498 Capstone Assessment
	Direct/Indirect	Direct/Portfolio (selected from a drop-down menu)
	Measure Level	Program (selected from a drop-down menu)
	Details/Description	Students will submit a portfolio of work from their major courses in this Capstone class. The portfolio will be accompanied by a reflection of what they learned and the importance to society. The scoring rubric for the portfolio is attached. Portfolio reviews will be done by the course instructor and other instructors; portfolios are reviewed by 3 people total.
	Acceptable Target	85% of the students will be in the 75th percentile of the class based on rubric scores for this outcome
	Ideal Target	100% of the students will be in the 75th percentile of the class based on rubric scores for this outcome
	Implementation Plan (timeline)	As the capstone is offered for graduating students both semesters, this assessment is administered every semester.
	Key/Responsible Personnel	Course instructors and selected faculty
	The scoring rubric needs to be attached to this measure. The prompt to upload a file will appear after you save your measure information.	
Outcome 1: Analysis Students will be able to critically analyze political information given an issue important in modern U.S. society.	Measure Title	Graduating Senior Survey
	Direct/Indirect	Indirect/Survey (selected from a drop-down menu)
	Measure Level	Program (selected from a drop-down menu)
	Details/Description	Graduating seniors are asked to complete a survey which asks them to self-evaluate how well they feel they met the program learning outcomes. This survey is embedded in the degree-check process.
	Acceptable Target	85% of the students will agree or strongly agree that they achieved this outcome
	Ideal Target	100% of the students will agree or strongly agree that they achieved this outcome
	Implementation Plan (timeline)	Every semester
	Key/Responsible Personnel	Departmental advisors
	The survey needs to be attached to this measure. The prompt to upload a file will appear after you save your measure information.	
Outcome 2	Measure Title, other details as shown above Attachments	Continue to add measures for each outcome. If a measure addresses multiple outcomes, you need to add it to all the outcomes it addresses. Note: you can copy a measure from one outcome to another in Taskstream.

Assessment Findings

The Assessment Findings section is where each academic year's findings are reported, by outcome and by measure. The Summary of Findings field is a text-only field; if you have charts or graphs, they can be attached to your findings. If those charts or graphs display findings from multiple measures, you only need to attach them to the first applicable measure and make a note of that in subsequent measures. Be sure to indicate the number of students who contributed to the findings in each cycle. Additional Resource: Assessment Findings

Outcome	Measure Title (from activity table)		
Outcome 1: Analysis Students will be able to critically analyze political information given an issue important in modern U.S. society.	PSCI 498 Capstone Assessment	Summary of Findings	A total of 35 students completed PSCI 498 in this assessment cycle. 80% of students were in the 75th percentile or above for this outcome
		Recommendations	Since the acceptable target was not met for students' portfolios, they need more opportunities to practice analysis of political issues before they submit their portfolios.
		Reflections/Notes	The faculty will discuss next steps at our August faculty retreat.
		Acceptable Target Achievement	Not met (selected from a drop-down menu)
		Ideal Target Achievement	Moving away (selected from a drop-down menu)
Outcome 1: Analysis Students will be able to critically analyze political information given an issue important in modern U.S. society.	Graduating Senior Survey	Summary of Findings	A total of 32 students completed the Senior Survey in this assessment cycle; 87% agreed/strongly agreed that they met this outcome.
		Recommendations	Since students' self-assessment did not agree with faculty members' evaluation of their portfolio, they need guidance in accurate self-assessment.
		Reflections/Notes	The faculty will discuss next steps at our August faculty retreat.
		Acceptable Target Achievement	Met (selected from a drop-down menu)
		Ideal Target Achievement	Approaching (selected from a drop-down menu)
Outcome 2		Summary of Findings	Continue to add findings for each outcome. Don't forget to add attachments if necessary; e.g., summary of findings, charts, or graphs.
		Recommendations	
		Reflections/Notes	
		Acceptable Target Achievement	
		Ideal Target Achievement	

Changes in Response to Findings

This is the section where you report the changes that you are planning to make in the next assessment cycle to improve student learning. Each change is labeled as an action item in Taskstream, and each one is typically linked to one of the learning outcomes. Again, include information in all the fields so that it is clear what action will be taken and who is responsible. If no changes are warranted by the findings from this assessment cycle, you need to indicate that in the Action Item Title for a given outcome.

Additional Resource: Changes in Response to Findings

Outcome		
Outcome 1: Analysis Students will be able to critically analyze political information given an issue important in modern U.S. society.	Action Item Title	Political Analysis Practice
	Action details	The assignments in PSCI 498 will be restructured so that students have several opportunities to practice analysis of political issues early in the semester. Some of these written analyses will include peer and self-critiques, to help students become better at self-assessment.
	Implementation Plan (timeline)	The restructured assignments will be piloted in the fall semester. Results of that semester's portfolio evaluation will be analyzed to inform possible changes to the assignments for spring semester.
	Key/Responsible Personnel	Faculty assessment coordinator and the PSCI 498 instructor
	Measures	Continue to evaluate student portfolios with the same rubric
	Priority level	Medium (selected from a drop-down menu)
Outcome 2	Action Item Title	Add action items for the other outcomes.
	Action details	
	Implementation Plan (timeline)	
	Key/Responsible Personnel	
	Measures	
	Priority level	

Status Report (optional)
This is a section that you can choose to use to document the status of any of your proposed Changes in Response to Findings. It has fields to indicate whether a change is started, in progress, completed, or not started, as well as fields for more details and next steps. The use of this section is optional.

Action Item		
Political Analysis Practice **Outcome 1: Analysis** Students will be able to critically analyze political information given an issue important in modern U.S. society.	Current Status	In Progress (selected from a drop-down menu)
	Additional Information	This was discussed at the faculty retreat and the action steps will be completed during the next assessment cycle.
	Next Steps	Re-evaluate at the end of that cycle to determine whether the changes resulted in improved student learning on this outcome.
Continue to add the status of all of your action items.	Current Status	Not Started In Progress Completed Not Implemented
	Additional Information	
	Next Steps	