3. Outcomes

Fall 2021 Update: Closing the Loop forms are now submitted via the Closing the Loop Form.

The purpose of this section is to record program outcomes and provide documentation for assessments.

For instructional programs, this includes 3.1 Outcome Assessment Timeline and a review of 3.2 Program Outcomes.

For non-instructional programs this includes 3.1 Outcomes Assessment Timeline, 3.2 Program Outcomes, 3.3 Program Outcomes Assessment, and 3.4 Program Outcomes Findings.

3.1. Outcomes Assessment Timeline

Instructions

Instructional Programs

Most Instructional Programs have already completed a **Course Outcomes Assessment Timeline** and do not need to provide any additional information in this subsection.

Course Outcome Assessment Timelines (COAT) for all courses should be submitted if the timeline has been changed or not previously submitted. Check previous Annual Program Plans to see if a COAT is completed.

Non-Instructional Programs

If not done previously, establish a timeline for the assessment of program outcomes via an Outcomes Assessment Timeline (OAT) and upload it to the Annual Program Plan.

Software Navigation

1. From menu on the left, click **3.1 Assessment Timeline**.
2. Click **CHECK OUT**.
3. Click **Attachments**.
4. Locate and upload the Course Outcome Assessment Timeline (Instructional) or Outcome Assessment Timeline (Non-Instructional).
5. Click **SAVE AND RETURN** when finished.
6. Click **CHECK IN**.

3.2. Program Outcome Statements

Instructions

Record Program Outcome statements in this section. **For most programs, outcomes have already been created and will only need to be imported** and reviewed. If needed, program outcomes can also be revised or updated.

> **Best Practice:** Ensure that outcomes are current, if updates occurred over the last year, create a new set and indicate the update was recorded (e.g. name new set Applied Statistics Program Outcomes, Updated Fall 2021).

Non-instructional Programs

Outcome statements should be clearly derived from the programs' mission and be statements about what a client (e.g. faculty, staff, students) will experience, receive, or understand (e.g. feel safe, receive access, have information) as a result of a given service. Outcomes should be clearly observable and measurable.

NOTE: If your program is both Instructional and Non-Instructional (e.g. DSPS, Library) only the outcomes related to non-instructional services need to be mapped to Institution Level Outcomes.

Software Navigation for Instructional Programs

1. From menu on the left, click **3.2 Program Outcome Statements** subheading.
2. Click **CHECK OUT**.
3. Click **CREATE NEW SET** or **SELECT EXISTING SET**.

If **SELECT EXISTING SET**

> **Taskstream Tip:** Use this option if you would like to reuse objectives created in a previous Annual Program Plan.

4. Review existing sets and click radio button next to the **Outcome Set** you'd like to import into the current Annual Program Plan.
5. Click **CONTINUE**.
6. If needed, make edits to the outcomes, add new outcomes, or remove obsolete outcomes.
7. Instructional Program Outcomes do *not* need to be mapped.
8. Click **CHECK IN**.

If **CREATE NEW SET**

> **Taskstream Tip:** Use this option if new program outcomes have been created but not yet entered into Taskstream.

4. Enter into **Set Name** box "**[Program] Outcomes Fall 2021.**"
5. Do *not* check box for mapping.
6. Click **CONTINUE.**
7. Locate set and click **CREATE NEW OUTCOME.**
8. In box labeled **Outcome** type your outcome, add description if needed.
9. Click **CONTINUE.**
10. Click **Add another outcome** until all outcomes are listed. Then click **Back to all outcome sets**.
11. Click **CHECK IN**.

Software Navigation for Non-Instructional Programs

If **SELECT EXISTING SET**

> **Taskstream Tip:** Use this option if you would like to reuse objectives created in a previous Annual Program Plan.

4. Review existing sets and click radio button next to the **Outcome Set** you'd like to import into the current Annual Program Plan.
5. Click **CONTINUE**.
6. If needed, make edits to the outcomes, add new outcomes, or remove obsolete outcomes. Make sure each outcome is mapped to at least one Institution Level Outcome.
7. Click **CHECK IN**.

If **CREATE NEW SET**

> **Taskstream Tip:** Use this option if new program outcomes have been created but not yet entered into Taskstream.

4. Enter into **Set Name** box "**[Program] Outcomes Fall 2021."**
5. Check box to **Designate Alignment/Mapping Preference.**
6. Click **CONTINUE.**
7. Locate set and click **CREATE NEW OUTCOME.**
8. In box labeled **Outcome** type your outcome, add description if needed.
9. Click **CONTINUE.**
10. Click **Add mapping.**
11. In **Select category of set to map to** use dropdown to select **Goal sets distributed to [Program].**
12. Click **Go.**
13. Click radio button next to **Institutional Level Outcomes**.
14. Click **CONTINUE.**
15. Use checkboxes to select at least one Institutional Outcome that your program outcome will contribute to.
16. Click **CONTINUE.**
17. Repeat steps 7-16 for each new objective.
18. Click **CHECK IN**.

3.3. Non-Instructional Program Outcome Assessment

Instructions

In this subsection **non-instructional programs** should identify how they are assessing their program level outcomes. If already reported in a previous Annual Program Plan the "measure" can be imported into the current year's plan.

Measure Title	Title of how you are measuring your outcomes, e.g. Student Survey, Internal Review of Program Records
Details/Description	Provide details of the measure, e.g. annual survey of users asking about knowledge gained from workshop.
Acceptable Standard	Describe the minimum standard for your outcome e.g. 75% of participants will complete the application with zero mistakes, 80% of mail will be distributed in three days.
Ideal Standard	Describe the ideal standard for your outcome, e.g. 95% of participants will complete the application with zero mistakes, 90% of mail will be distributed within three days.

Software Navigation

1. From menu on the left, click the **3.4 Non-Instructional Program Outcome Assessment**.
2. Click **CHECK OUT**.
3. ***<u>The first time this subsection is checked out</u>***, the relevant outcome set will need to be selected. To do this, click CREATE NEW ASSESSMENT PLAN, click Select Set, then SELECT EXISTING SET. Select radio button next to applicable [Program] Outcome Set, then CONTINUE. Click the Mapping box next to all outcomes then ACCEPT AND RETURN TO PLAN.
4. Locate the desired outcome and click **Add New Measure**.

<u>If a measure was previously created</u>

5. Click **IMPORT MEASURE**.
6. Select radio button next to desired measure.
7. Click **COPY SELECTED**.
8. If needed, edit the fields.
9. Click **APPLY CHANGES**.
10. Click **CHECK IN**.

<u>If a measure was not previously created</u>

5. Complete the Measure Information fields.
6. Click **APPLY CHANGES.**
7. Click **CHECK IN.**

3.4. Non-Instructional Program Outcome Findings

Instructions

In this subsection **non-instructional programs** should report on the findings associated with program outcomes assessment. Report on your assessment findings. Reflect on the findings and provide recommendations on how to maintain or improve in the future.

Summary of Findings	Tabulate, describe, and analyze the results of your outcomes assessment. Identify themes of success and areas for improvement.
Recommendations	Based on results, identify recommendations for improvements in the future. Detail the specific action steps to move forward with the recommendations.
Acceptable Standard	Select Met, Not Met, or Exceeded

Software Navigation

1. From menu on the left, click **3.4 Non-Instructional Program Outcome Findings**.
2. Click **CHECK OUT**.
3. Locate the measure entered in the previous subsection and click **ADD FINDINGS**.
4. Enter Findings into the template.
5. Click **SUBMIT**.
6. Repeat steps 3-5 for each outcome being reported.
7. Click **CHECK IN**.

> **Taskstream Tip** → The Measure (Assessment) and Findings have a **one to one relationship**, meaning each time "Add New Measure" is used, only one "Add Findings" can be attached. When additional findings need to added (e.g. for another year), reuse the existing measure by using the IMPORT MEASURE button.