

Instructional Outcomes Assessment: Suggested Timeline

Among the most valuable aspects of outcomes assessment is the dialogue it can engender with a department. What are the key knowledge, skills and/or attitudinal dispositions that students should gain from completing a course? from earning the degree? How do we know to what degree students learned these outcomes? What are the best ways to gauge learning that are equitable to all students? Ultimately how did students fare? What can we do to strengthen student learning?

While most of us continually reflect on these questions with our own classes, it can be challenging to come together to share these insights with each other. Yet these conversations are central to our work, both as disciplinary experts, and to equity. While no one is expected to teach the same, it is incumbent on us to reach consensus on the core outcomes and ways to assess. The latter can manifest as a “signature assignment,” assignments with common characteristics and expectations though the topics may differ, and/or rubrics that everyone uses to assess student work. Students should encounter similar expectations, no matter whose section they take.

While the suggested timeline below suggests only one meeting per semester on outcomes assessment, certainly more may be beneficial. Departmental meeting topics can be on:

- analyzing and reflecting on the past semester’s results, including those from Canvas;
- establishing the parameters for assessment (e.g., identify common characteristics of assignments being assessed; create a common task/activity/test question(s)...;
- creating and/or refining assessment instruments such as rubrics;
- an SLOAC coach and/or instructional designer facilitating a workshop on outcomes assessment, and/or configuring Canvas for outcomes assessment;
- reviewing mapping of course outcomes to PSLOs and ISLOs so the relevant course outcome results are tallied in the results for PSLOs and ISLOs.

FALL SEMESTER	
MONTH	TASK
Late August/ Early September	<input type="checkbox"/> Update course assessment results from the past Spring/ Summer semesters in the Platform . Review the Canvas dashboard for results when Canvas is used to assess course outcomes. (Platform SLO Assessment User Guide)

September	<p><input type="checkbox"/> Facilitate a departmental meeting about outcomes assessment, including noting whose classes are scheduled to be assessed in the Fall for SLOs.</p> <p><input type="checkbox"/> (Optional) Use the Assignment Console to request that faculty reflect on and enter their assessment results. (Platform Assignment Console User Guide)</p>
October	<p><input type="checkbox"/> For the courses scheduled for next Spring, in the Platform, double-check that (a) the outcomes listed in the Platform are the same as those in Curricunet, and update as needed; and (b) the folders for the courses are in the Platform’s Document Library. If not, create one for relevant documents such as assignments, rubrics and/or spreadsheets with results.</p> <p><input type="checkbox"/> Contact faculty whose courses are scheduled to be assessed in the Spring. Encourage them to participate in the SLOs and Canvas pilot, especially if their courses are being used to concurrently assess ISLOs. Remind them that you, SLOAC coaches, and/or instructional designers can help them with outcomes assessment, including assignment design.</p> <p><input type="checkbox"/> (Optional) For courses that will be assessed next Spring using Canvas and that were recently updated in Curricunet, contact an instructional designer to import the updated SLOs into the Canvas shells for courses. Connect an instructional designer with relevant faculty for assistance in setting up the Canvas assessment.</p> <p><input type="checkbox"/> (Optional) If you use the Assignment Console to request that faculty enter assessment results, (a) review the assessment methods to make sure their method is posted, (b) if it’s not posted, then enter their assessment method, including uploading any instruments such as a rubric, and (c) ask Karen Wong to add a limited user account for the faculty to whom you will send an “assignment.”</p>
Late November/ Early December	<p><input type="checkbox"/> (Optional) Send reminders to faculty about assessing their courses.</p> <p><input type="checkbox"/> (Optional) If you use the Assignment Console to request that faculty enter their results, check to see if they’ve completed the assignment and send a reminder if needed. (Platform Assignment Console User Guide)</p>

SPRING SEMESTER	
MONTH	TASK
Late January/ Early February	<input type="checkbox"/> Update course assessment results from the past Fall in the Platform . Review the Canvas dashboard for results when Canvas is used to assess course outcomes. (Platform SLO Assessment User Guide)
February	<input type="checkbox"/> Facilitate a departmental meeting about outcomes assessment, including noting whose classes are scheduled to be assessed in the Spring for SLOs. <input type="checkbox"/> (Optional) Use the Assignment Console to request that faculty reflect on and enter their assessment results. (Platform Assignment Console User Guide)
March	<input type="checkbox"/> For the courses scheduled to be assessed next Fall/ Summer, doublecheck that (a) the outcomes listed in the Platform are the same as those in Curricunet , and update as needed; and (b) the folders for the courses are in the Platform’s Document Library. If not, create one for relevant documents such as assignments, rubrics and/or spreadsheets with results. <input type="checkbox"/> Contact faculty whose courses are scheduled to be assessed next Fall/ Summer. Encourage them to participate in the SLOs and Canvas pilot, especially if their courses are being used to concurrently assess ISLOs. Remind them that you, SLOAC coaches, and/or instructional designers can help them with outcomes assessment, including assignment design. <input type="checkbox"/> (Optional) For courses that will be assessed next Fall/ Summer using Canvas and that were recently updated in Curricunet, contact an instructional designer to import the updated SLOs into the Canvas shells for courses. Connect an instructional designer with relevant faculty for assistance in setting up the Canvas assessment. <input type="checkbox"/> (Optional) If you use the Assignment Console to request that faculty enter assessment results, (a) review the assessment methods to make sure their method is posted, (b) if it’s not posted,

	<p>then enter their assessment method, including uploading any instruments such as a rubric, and (c) ask Karen Wong to add a limited user account for the faculty to whom you will send an “assignment.”</p>
<p>Late April/ early May</p>	<ul style="list-style-type: none"> <input type="checkbox"/> (Optional) Send reminders to faculty about assessing their courses. <input type="checkbox"/> (Optional) If you use the Assignment Console to request that faculty enter their results, check to see if they’ve completed the assignment and send a reminder if needed. Platform Assignment Console User Guide <input type="checkbox"/> Review the assessment schedule and update with any changes, including new and deleted courses, and send to Karen Wong.