

Student Service 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 interacting with program staff and utilizing resources from your program? How do we know to what degree students achieved these outcomes? What are the best ways to gauge success that are equitable to all students? Ultimately how did students fare? What can we do to strengthen student success?

While most of us continually reflect on these questions in our individual capacities, it can be challenging to come together to share these insights with each other. Yet these conversations are central to our work as equity- oriented practitioners.

While the suggested timeline below suggests only one meeting per semester on outcomes assessment, certainly more may be beneficial. **An alternative schedule for those that assess PSLOs each semester is listed in green below; steps identified as “if applicable” apply to those who assess PSLOs each semester.** Departmental meeting topics can be on:

- analyzing and reflecting on last semester’s results;
- creating and/or refining surveys and/or focus group questions;
- an SLOAC coach facilitating a workshop on outcomes assessment;
- discussing with a staff member from the Office of Planning, Research, Innovation and Effectiveness about interpreting and/or generating data.

| FALL SEMESTER | |
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| MONTH | TASK |
| September | <input type="checkbox"/> For programs that assess PSLOs annually, update PSLO results from the past Fall/ Spring/optional Summer semesters in the Platform -- if not already completed during the Summer. <input type="checkbox"/> Update PSLO results from the past Spring/ Summer semesters in the Platform . |
| October | <input type="checkbox"/> Facilitate a departmental meeting about outcomes assessment, including noting which PSLOs are scheduled to be assessed this year. |

| SPRING SEMESTER | |
|---------------------------------|---|
| MONTH | TASK |
| Late January/ Early February | <input type="checkbox"/> (If applicable) Update PSLO results from the past Fall semester in the Platform . |
| February | <input type="checkbox"/> (If applicable) Facilitate a departmental meeting about outcomes assessment, including noting which PSLOs are scheduled to be assessed this year. |
| March | <input type="checkbox"/> Review the assessment schedule and update with any changes, including new and deleted PSLOs, and send to Karen Wong. <input type="checkbox"/> For the PSLOs scheduled to be assessed next year, double-check that the folders for the PSLOs are in the Platform's Document Library. If not, create one for relevant documents such as surveys, focus group questions, SAP reports and the like, following steps in the folders user guide . |

| SUMMER SEMESTER | |
|-----------------|---|
| MONTH | TASK |
| June/ July | <input type="checkbox"/> For programs that assess PSLOs annually, update PSLO results from the past Fall/ Spring/ optional Summer semesters in the Platform . <input type="checkbox"/> (If applicable) Update PSLO results from the past Spring semester in the Platform . |