

Student and Instructional Services

Outcomes Assessment Plan Template

Student and Instructional Services outcomes need to be assessed once every 4 years (minimum). We encourage department deans/managers and/or department chairs/coordinators to create an Outcomes Assessment Plan that maps onto your department's comprehensive program review cycle.

One option, which this template outlines, is to assess all outcomes within 3 years and then use the year that you're writing the next comprehensive review to reflect on data and make any relevant programmatic changes. A sample for you to edit is provided below.

Student and Instructional Service Area:

Last Comprehensive Program Review: Spring 2024

Next Comprehensive Program Review: Spring 2028

Outcome Statement	Assessment Method/Tool	Mapped to ILO(s) and/or Program Review Goals	Data Collection 2024-25 (Specify Months)	Data Collection 2025-26 (Specify Months)	Data Collection 2026-27 (Specify Months)	2027-28 (Comprehensive Program Review Year)
<i>Example Statement:</i> Students will create and follow a comprehensive education plan.	Degree audits and internal records	Professional Responsibility PR Goal #2	January and June	January and June	January and June	Data reflection, program modifications
SLO 1: Students who attend CSU or UC Application Reviews will accurately identify their next steps regarding SDSU and UCSD admission processes.	Surveying students attending application review workshops	PR Goal #3	Oct, Nov, Jan	Oct, Nov, Jan	Oct, Nov, Jan	Data reflection, program modifications
SAO 1: Work within	Internal records,	PR Goal #1 and	Fall, Spring	Fall, Spring	Fall, Spring	Data reflection,

the ACP framework to offer increased, innovative, and culturally relevant programming for students that aligns with their pathway and transfer goals.	meetings, transfer center equity workgroup (TCEW)	PR Goal # 2				program modifications
SAO 2: Write outcome statement here.						Data reflection, program modifications

For each outcome statement: How will your department communicate outcomes assessment results to the larger group and incorporate those results into your service area discussions, processes, and practices.

SLO 1: 75% of students who will attend the application workshops will identify their next steps regarding SDSU and UCSD admission process.	Work on results internally, since TC works closely with students and every admission cycle most students are new and need to understand the steps to transfer.
SLO 2: Write outcome statement here.	
SAO 1: This will be reflected in TCEW plans/activities.	This will be shared with Counseling, and ACP faculty, also, it will be shared with TCEW, this will be reflected in the annual and comprehensive PR and based on the findings the SAO will be updated if need be.
SAO 2: Write outcome statement here.	