

Unit Outcomes Criteria Checklist

Is your program meeting the minimum standards related to UO assessment?

The purpose of this checklist is to provide guidance for units as they prepare for the self-evaluation process of program review. The checklist clarifies the criteria that should be considered when evaluating whether your unit is meeting the minimum standards related to the assessment of unit outcomes. If your unit needs assistance in meeting one or more of the criteria, the Office of Institutional Research is available to assist (contact lawler_hannah@smc.edu). If your unit does not meet all of the criteria, please include a plan to address the gaps in your next year's annual program review update.

Part A. Statements

- Outcomes align with unit objectives or goals
- Outcomes use action or concrete verbs
- Outcomes are results-oriented
- Outcomes are within the unit's control to effect change
- Outcomes are assessable (observable, measurable, and/or quantifiable)

Part B. Outcomes Assessment Instrument and Methodology

- Assessment instruments align with the outcome statements
- UOs are assessed systematically and on a regular basis***
- Assessment instruments are reviewed by unit members for validity and appropriateness
- For each outcome, the minimum level of achievement of outcome is established (criteria for success) at the unit level

****At a minimum, the Institutional Effectiveness Committee recommends that units assess each UO at least once every academic year to align with the annual program review process.*

Part C. Outcomes Assessment Results

- The data sample (assessed group) is defined and described
- Discrepancies that exist between outcomes performance and criteria for success are noted and discussed within the context of the unit
- Significant patterns or trends in the data are described

Part D. Use of Outcomes Assessment Results for Program Improvement

- Dialogue about the assessment results is ongoing, pervasive, and robust
- Assessment results are reflected upon and are used to determine the "next step" actions, including:
 - Improvement of UO activities (for example, fine tuning of the outcomes statements or revision of the assessment tool); and/or,
 - Unit planning and improvement – informing of goals and objectives, unit planning, and decision-making processes, and changes or modifications to the unit