# **SUGGESTIONS FOR DEVELOPING UNIT LEVEL OUTCOMES (PART OF THE ASSESSMENT PLAN)**

Each unit will provide updates on their outcomes twice a year. Use this template to provide updates, which represents update for **one** outcome. If you have more than one outcome for which you are providing updates, we recommend that you save as separate documents, one for each outcome.

| Component & Description | Unit Information |
| --- | --- |
| Outcome (Step 1):  Outcome is statement that describes what the units wants to accomplishment in support of the University Strategic Plan and the Division goals.   * The outcome can focus on student learning (*Student Learning Outcome, SLO*) or on operational effectiveness (*Performance Outcome, PO*). | * **Outcome Statement**: *Start the statement by identifying the “beneficiary” of the outcome (e.g. students, university, alumni).* * **Outcome Type**: *SLO or PO* * **Outcome Abbreviation**: *An abbreviated version of the outcome that starts with SLO or PO designation (e.g. PO - Student Participation and Engagement).* |
| Action Plan (Step 2A):  Action plan specifies the actions or strategies the unit will take to achieve the outcome. | * **Action Plan:** |
| Methods & Measures (Step 2B):  Methods and Measures describe what data the unit will collect to determine if the outcome is met, and how (e.g., when, how often, from whom, using what tool).   * There can be multiple measures for each outcome. * Consider using the [Strategic Plan Progress Indicators](https://planning.fullerton.edu/goals/goal-1.html) to inform the type of data you collect. | * **Methods and Measures:** |
| Criteria for Success (Step 3):  Criteria for success is a benchmark set to determine whether the outcome has been met.   * There needs to have a criterion for success for *each* measure. | * **Criteria for Success:** |
| Alignment with University Strategic Plan:  For each outcome, please identify of how it aligns with the University Strategic Plan Goal/Objective/Strategy.   * Refer to the [University Strategic Plan](https://planning.fullerton.edu/) | * **Alignment with University Strategic Plan (e.g. Goal 2, Objective 2.2, Strategy 1):** |
| Alignment with Division Goals:  For each outcome, please also identify of how it aligns with the Division Goals/Objectives. | * **Alignment with Division Goals/Objectives:** |
| Action Plan Outcome Progress:  Please select the progress that best represents the current reporting period.   * Completed: All actions/strategies have been completed for the outcome * On-Track: Actions/strategies have been implemented and progress is on track * Delayed: Implementation of actions/strategies has been delayed * Cancelled: All actions/strategies have been cancelled | * **Action Plan/Outcome Progress** *(select one)***:**   Completed  On-Track  Delayed  Cancelled | |
| Action Plan Updates (Step 4A):  Provide updates on action plan:   * Summarize what actions or strategies have been taken within the time period * Describe changes that were made, if any. | * **Action Plan Updates (Step 4A)**: | |
| Assessment Result:  Please select the option that best represents your assessment results (in reference to your criteria for success).   * Assessed and not met: Data was collected per the units assessment plan, and at least one criteria of success was not met. * Assessment and met: Data was collected per the units assessment plan, and all criteria of success were met. * Did not assess: Data was not collected per the units assessment plan. | * **Assessment Result** *(select one)***:**   Assessed and not met  Assessed and met  Did not assess | |
| Data Collection and Analysis (Step 4B):  Summarize the following:   * Data collection process (e.g, Who, how, and when was the data collected) * Findings from data analysis * Interpretation of findings (i.e., what does the data collected mean with respect to your work, were there identified gaps after disaggregating the data) * Consider using the [Strategic Plan Progress Indicators](https://planning.fullerton.edu/goals/goal-1.html) to inform your analysis of the findings. | * **Data Collection and Analysis (Step 4B)** | |
| Improvement Actions and Next Steps (Step 5):  Share next steps and improvement actions, based on the data collected, that support the outcome. Consider (even if criteria for success was met):   * How are results disseminated to the team and constituents? * Is there a time frame for implementing the improvement actions (if any), or re-assessing? * What are your next steps to continue your efforts to improve or maintain your practice? * Are there improvements to the assessment plan/practice, communication, etc. that can be made? | * **Improvement Actions and Next Steps (Step 5)** | |