# **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).*
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| Action Plan (Step 2A): Action plan specifies the actions or strategies the unit will take to achieve the outcome.  | * **Action Plan:**
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| 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:**
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| 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:**
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| 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):**
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| Alignment with Division Goals: For each outcome, please also identify of how it aligns with the Division Goals/Objectives.  | * **Alignment with Division Goals/Objectives:**
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| 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)**:
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| 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)**
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| 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)**
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