Student Learning Outcome Assessments CLOSING THE LOOP

Finalizing Student Learning Outcomes

1. Review the student learning outcomes in your Assessment Plan along with the method of assessment.
2. If necessary, modify the method of assessment.
3. Depending on the month of assessment, **implement** the assessment.
4. **Review** the findings with other program faculty (and advisory committee)
    a. Did the students meet your expected target level?
        i. If they did not, what strategies or improvements can be made? Examples include increased lab time, more emphasis on a particular component of a unit, review session, lecture revisions, more hands on, identifying a different approach to reinforcing the material, etc.
        ii. If the students did meet the target, is there a component within the outcome or a task that warrants improvements or "tweaking" to improve their success next year.
    b. New outcome – If the students have met with success for two assessment cycles, using your program/curriculum outcomes, identify another outcome to be assessed in 2013-2014.
5. **Record** the results in AIM.
6. **Record how you plan to use the results for improvement.**

AIM Procedures – End of Year

Accessing AIM in ITES

www.bluegrass.kctcs.edu
[Faculty and Staff]
[AIM]
Sign into ITES with PeopleSoft ID and pa$$word
If applicable, use "Unit" drop down box to identify appropriate program

Recording findings and Use of Results

a. Scroll down to each student learning outcome
b. On the right hand side of the outcome, click [Edit]
c. [Edit Measure]
d. Recording findings in the "Results" textbox
e. Use "Achievement Target Status" drop down box to select "Met", "Partially Met", or "Not Met"
f. In the textbox "What are your plans for improvement based on the results?", record what strategies or changes are going to be made to improve student success.
(Note: This is not an option. It must be completed.)

Rolling Over Outcomes or Identifying New Outcomes

Rolling over a 2012-2013 Outcome to 2013-2014

a. Scroll down to specific student learning outcome
b. To the right of the outcome title, click [Edit]
c. At the bottom of the outcome and just above the purple "Measure", [Rollover]
d. [Rollover] again
e. Return to the "Overview" Tab and repeat process for each outcome

Identifying a new Outcome for 2013-2014

a. Change Year to 2013-2014 by clicking on [Change Year] on the "Overview" page
b. Using the drop down box, select 2013-2014
c. [Update Year]
d. Return to the "Overview" page using the tab at the top of the page.
e. Scroll down to the first objective or outcome below the Unit Mission.
f. On the far right side of the page, [Add Operational Objective or Student Learning Outcome]
g. Select "Student Learning Outcome" radio button
h. Provide the new student learning outcome in the textbox
i. Using the drop down box, associate the student learning outcome with one of BCTC's Strategic Goals (Note: Annual priorities for 2013-2014 are not available yet)
j. [Save Objective/Outcome]
k. Add a measure by clicking [+Add Measure]
l. Use the textboxes to identify "What is your method of measurement" and "What is the level required for successfully achieving this measure?"
m. Month of Assessment – When will you be performing this assessment? Scroll down to the textbox "What are your plans for improvement based on the results". Use the drop down box to select the "Month of Assessment".
n. MOST IMPORTANT
[Save Measure]

Developing a report for Faculty Meeting and/or Advisory Committee Meeting

a. Click on the [Reports] tab at the top of the page
b. Click on box to the left of the Planning Year and select the planning year from the drop down box. If multiple years are needed, click the [+] and select additional year.
c. Click the box on the Objective/Outcome Row and, using the drop down box, select "Student Learning Outcome"
d. Select the following boxes:
   Measure Text
   Achievement Target
   Results
   Use of Findings/Next Steps
   Month of Assessment
e. [Generate Report] (Note the default is html)