Student Services & Enrollment Management
Departmental Assessment Plan Extended Description

Program Definition: Large scale (HIPs) Programs within departments should have a description. If applicable, they likely will also have goals and Student Learning Outcomes reflective of the department's goals & outcomes.

In some cases, a definition of a large-scale program or a HIPs is necessary to help others understand the purpose and goals associated with the specific program being executed. In this step, an explanation of who is being served, for what reasons, and what you are attempting to be accomplished should be included.
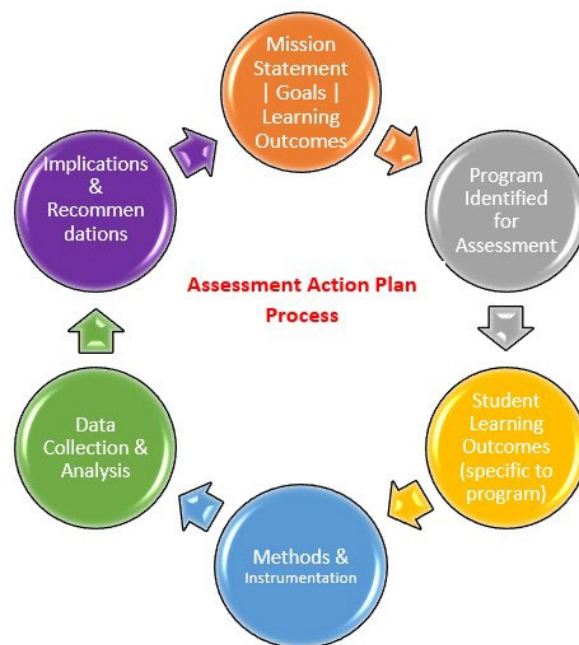
Example: BRISTOL'S FIRST YEAR EXPERIENCE

Bristol Community College's First Year Experience (FYE) supports the successful academic, social and cultural transition of our students and their families.

The FYE will strengthen your self-advocacy, interpersonal, and personal wellness skills, while also developing your knowledge in the following areas: student support services, technology, academic exploration, career readiness, financial literacy, and Bristol's policies and procedures.

Program Learning Outcomes: In addition to the above Learning Outcomes statement, often large scale (HIPs) programs within departments should have student learning outcomes specifically addressing the learning expected to take place as a result of engagement. Outcomes are specific statements derived from goals; they help clarify and define the meaning of the goal. They articulate the measurable expected results of an instructional activity or program effort. Outcomes are a demonstration of knowing, thinking or understanding. Outcomes describe measurable behaviors achieved. Please reference year zero for more information.

The statements are focused on student learning. SLOs directly assist in telling a story to determine program/department effectiveness. Assessment uses SLOs to determine if students are learning what the program/services intend to accomplish. If the service/program "learning experience" does not provide SLO attainment, investigation into program effectiveness is essential. This work informs practice and directs improvement.

SLOs include a verb phrase "what students will know or be able to do" and how they will apply that skill or knowledge. There are levels of learning. The level should be determined by the breadth and depth of the learning experience. Additionally, the length of time engaging in the learning experience (1-hour vs 1 semester). Blooms Taxonomy (Vanderbilt University Center for Teaching) demonstrates the breadth & depth of learning and includes five levels of learning

- Knowledge/remembering
- Comprehension/understanding
- Application/applying
- Analysis/analyzing
- Evaluation/evaluating
- Synthesis/creating
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SLOs are essential SMART Goals and assist in making your goals achievable. They are specific (simple, sensible, significant; measurable (meaningful, motivating); Achievable (agreed, attainable); Relevant (reasonable, realistic and resourced, results-based); Time bound (time-based, time limited, time/cost limited, timely, time-sensitive). Writing SLOs is critical to the ability to measure the learning.

- ABCD method (Heinich, et al, 1996) is often use as a model for writing good SLOs.
- Audience (Who does the outcome pertain too? Usually students)
- Behavior (What do you want participants to know or do as a result of the learning experience-Blooms Taxonomy)
- Condition (under what circumstances? A workshop, series of workshops, training, trip, program)
- Degree of Learning (How much will they know, how well will they do it? 3 out of 5, identify 3 aspects of X)

When reviewing/revising/or creating SLOs best practices should be incorporated into the development. It is recommended that you use CAS Standards for your department/functional Area. Sub-Category 2 and 10 (assessment) will help in this effort. Additionally, a review of a national organization can assist in the development of this area.

Resources on CAS Review Website
CAS Standards
Zoom Power point Presentation
Writing an SLO from a Goal Activity