Learning Outcomes Assessment
Daytona State College

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Introduction

This is a guide to aid in completing the reporting of the Assessment Process for All Academic Programs.

The Learning Outcomes Assessment document provides the correlation of Daytona State College’s institutional learning outcomes with program learning outcomes and course/student learning outcomes for each degree or certificate.

Each department should complete a Learning Outcomes Assessment document for each of their programs as a baseline for comparison. Then future Learning Outcomes Assessment documents will provide documented success rates and any need for further improvements in the programs.

A template is provided with all of the general information that is used for all programs. All other information should be completed by the individual departments. Also provided is a sample for use as a reference guide.

Cover Page Heading

Complete the heading by filling in the college, school, degree program, program code, and academic year.

Example:

College: Business, Engineering and Technology
School: Business Administration
Degree Program: AS Paralegal Studies (Legal Assisting) #2062
Academic Year 2018-2019

Institutional Mission and Outcomes

1. Daytona State College Mission Statement remains the same as stated on the template unless changes are made by the institution.

2. Academic Affairs Mission Statement remains the same as stated on the template unless changes are made by the institution.

3. Institutional Learning Outcomes remain the same as stated on the template unless changes are made by the institution.
Program Mission and Outcomes

Under this heading on page 3 enter your curriculum:
1. Program mission statement
2. Program description
3. Program outcomes

If you are including embedded certificates in this report, please add their mission statements, program descriptions and program outcomes.

Institutional Learning Outcomes vs. Program Learning Outcome Mapping

1. Fill in the program outcome down the left column.
2. Place a capital X in the boxes that correspond to the institutional and program learning outcome.
3. Add/Delete rows as needed. Right click on a row, select Insert, and then click on either Insert Rows Below or Insert Rows Above.

Program Learning Outcomes vs. Course/Student Learning Outcome Mapping

1. Fill in the program learning outcomes down the left column.
2. Fill in the courses across the top with the program name and code (i.e. ETI3116).
   Note: These courses should be required courses to the students in the program.
3. Place a capital X in the boxes that correspond to the program learning outcome and course.
4. Add/Delete rows as needed. Right click on a row, select Insert, and then click on either Insert Rows Below or Insert Rows Above.
5. Add/Delete columns as needed. Right click on a column, select Insert, and then click on either Insert Columns to the Right or Insert Columns to the Left.

Institutional Learning Outcomes vs. Course/Student Learning Outcome Mapping (Optional)

1. Fill in the program learning outcomes across top with the program name and code (i.e. ETI3116).
   Note: These courses should be required courses to the students in the program.
2. Place a capital X in the boxes that correspond to the course and institutional learning outcome.
3. Add/Delete columns as needed. Right click on a column, select Insert, and then click on either Insert Columns to the Right or Insert Columns to the Left.

☐ Institutional, Program and Course Learning Outcome Mapping (Optional)

Create a map grid of the program using institutional, program and course learning outcomes.

1. List all of the core courses (required courses) down the first column.

4. Create the number of columns needed across based on the number of program learning outcomes. Right click on a column, select Insert, and then click on either Insert Columns to the Right or Insert Columns to the Left.

2. Number each column “PLO 1, PLO2, PLO3” etc.

3. For each program learning outcome enter one of the following in each box that corresponds to the course that satisfies the program learning outcome.
   a. IN = Introduced
   b. RE = Reinforced or
   c. MA= Mastered

☐ Course Learning Outcomes

1. Enter the program and program number in the reverse title heading (black bar) at the top of the page next to Course Learning Outcomes. (i.e. Associate of Arts – 7000)

2. List the core courses (required courses) in the degree or certificate program. Enter the course number and title in bold (i.e. ENC1101 College Composition).

3. Return to the top of the list and enter the course/student learning outcomes in regular typeface under each course. Include alignment with the Program Learning Outcomes.

ENC1101 Introduction to Composition
The student will be able to:
1. Demonstrate critical thinking and reading skills. (1, 2)
2. Apply an understanding of the elements of writing processes to various genres. (1, 2, 4)
3. Use strategies for composing in different rhetorical situations. (1, 2, 3)
Program Outcomes

1. Each program learning outcome is listed on a separate page in a reverse heading.

2. Enter your program learning outcomes under each heading “Program Learning Outcome #1, 2, 3 etc.

3. Enter the institutional learning outcomes that align with the specific program learning outcome #1 (Box on the left).
   Example:
   1= Critical/Creative Thinking
   2= Communication Skills
   3= Cultural Literacy
   4= Information and Technical Literacy

4. Enter the course learning outcomes that is used to measure the program learning outcome (Box on the right)
   Example: BUL2241= CLO1, 2

5. Complete parts 2 through 4 for each program outcome for the program.
Level of Achievement

Measurable levels of achievement have been specified for all assessment measures and represent success at achieving the program learning outcome.

1. Enter the level of achievement for each assessment measure. For example:
   - 70% of students will demonstrate competency by correctly answering questions on unit exams and a final exam.
   - 70% of students will achieve 70% or higher in all assessment measures.

Assessment Measure

2. From the box on the right, Course Learning Outcomes, choose courses with activities that best satisfy the program outcome.

3. Under direct measures enter the course number and title.

4. List a minimum of three specific learning activities.
   - Examples: mock trial, business plan, drafting a will, settling a probate estate project.

5. If indirect measures, list them under Indirect Measures entering the course number and title first.
   - Example: Many of our completers in this program continue on to higher education and transfer to a four year program.

Strategies and Results

1. Enter the learning strategies used by the instructor to ensure achievement of course/student learning outcome by first entering the course number and title and then listing the strategies below.

   Example:

   **MAC1105 College Algebra**
   - **Smartboard:**
     - Post class notes on course website
     - Classroom of the future
   - **Cooperative Learning in the Class**
     - Promote active learning
     - Model problem solving
   - **Use of Technology, such as**
     - Multimedia Videos
     - Scientific Calculator
     - MS Equation Editor
iPad, Tablet

- Supplement Instruction (SI)
  - Some classes have supplemental instructors
  - Some classes have instructor led SI or Study Hall

- Multiple learning styles are addressed
  - Visual – graphical solutions
  - Computational – algebraic solutions
  - Reasoning – the number and type of solutions

2. Enter the results for each assessment measure by first entering the course number and title and then listing the results.

Example:

MAC1105 College Algebra
- Unit Test – Face to Face
  - Daytona: 77%
  - Deland: 72%
  - Deltona: 72%
  - Flagler: 79%
  - New Smyrna: 83%
  - All Campuses: 74%

- Final Exam – Face to Face
  - Daytona: 85%
  - Deland: 87%
  - Deltona: 78%
  - Flagler: 87%
  - New Smyrna: 78%
  - All Campuses: 88%

- Online:
  - Unit Test – 87%
  - Final Exam – 91%
  - Final Exam – Combined F2F and Online: 89%
  - Unit Test – Combined F2F and Online: 77%

Note: Please make sure that you compare online and face to face classes in your results.

Use of Results for Improvement

1. List methods that work and those methods that remain the same.
2. List methods that need modifying and an action plan.
3. List improvements that have been implemented.
Institutional Learning Outcomes

1. Each institutional learning outcome is listed on a separate page in a grey heading.
2. Enter the program learning outcomes that meet institutional outcome (Box on the left).
3. Enter the course learning outcomes for the institutional outcome Box on the right.
4. Complete parts 2-3 listed below and repeat for each institutional outcome for the program.

Level of Achievement

Measurable levels of achievement have been specified for all assessment measures and represent success at achieving the institutional learning outcome.

1. Enter the level of achievement for each assessment measure. For example:
   - 70% of students will demonstrate competency by correctly answering questions on unit exams and a final exam.
   - 70% of students will achieve 70% or higher in all assessment measures.

Assessment Measure

1. List a minimum of three course activities from the program that best satisfies the institutional learning outcome.
   Note: Several courses may be listed with a specific activity to satisfy the institutional outcome

2. Enter each course code and course name with the learning activity.

3. List the corresponding course learning outcomes for each course chosen with the course heading.
Strategies and Results

1. Enter the strategies used by the instructor to ensure achievement of course/student learning outcome by first entering the course number and title and then listing the strategies below.

Example:

**MAC1105 College Algebra**

- **Smartboard:**
  - Post class notes on course website
  - Classroom of the future

- **Cooperative Learning in the Class**
  - Promote active learning
  - Model problem solving

- **Use of Technology, such as**
  - Multimedia Videos
  - Scientific Calculator
  - MS Equation Editor
  - iPad, Tablet

- **Supplement Instruction (SI)**
  - Some classes have supplemental instructors
  - Some classes have instructor led SI or Study Hall

- **Multiple learning styles are addressed**
  - Visual – graphical solutions
  - Computational – algebraic solutions
  - Reasoning – the number and type of Solutions

2. Enter the results for each assessment measure by first entering the course number and title and then listing the results.

Example:

**MAC1105 College Algebra**

*Unit Test – Face to Face*
- Daytona: 77%
- Deland: 72%
- Deltona: 72%
- Flagler: 79%
- New Smyrna: 83%
- All Campuses: 74%

*Final Exam- Face to Face*
- Daytona: 85%
Deland: 87%
Deltona: 78%
Flagler: 87%
New Smyrna: 78%
All Campuses: 88%

Online:
Unit Test – 87%
Final Exam – 91%
Final Exam – Combined F2F and Online: 89%
Unit Test – Combined F2F and Online: 77%

Note: Please make sure that you compare online and face to face classes in your results.

Use of Results for Improvement

1. List methods that work and those methods that remain the same.
2. List methods that need modifying and an action plan.
3. List improvements that have been implemented.

_proofread and Review

When your documents are complete:

1. Use Spell Check.
2. Print out your documents.
3. Proofread all documents and make changes.
4. Review the documents and ensure that you have:
5. Dates
6. Page numbers on all pages.
7. Does it look like the sample provided?
8. Do you have any blank pages at the end of your document? If yes, please correct formatting.
9. Do you have any red or green highlights in your document? If yes, spell check and correct the highlighted areas.