

# Student Learning Outcomes Annual Report Process 2014-15

## Instructions for Graduate/Professional Programs

The Student Learning Outcomes (SLO) Annual Report process is a key component of Southern Association of Colleges and Schools (SACSCOC) reaffirmation. The university needs to identify student learning outcomes in its educational programs, assess the extent to which outcomes are achieved, and provide evidence of developing improvement based on analysis of the results (SACSCOC Comprehensive Standard 3.3.1.1). **CS 3.3.1.1 is one of the most cited standards for non-compliance by SACSCOC.** New guidelines continue to be developed by SACSCOC increasing expectations on student learning outcomes reporting. Therefore in each reporting cycle changes are made to the process to more clearly and accurately define and align outcomes, measurements and findings and provide evidence of continuous quality improvements. The SLO process continues to evolve as additional refinements are needed in order for UofL to be in full compliance with SACS requirements.

The Office of Institutional Effectiveness (IE) is charged with the collection and review of Student Learning Outcomes (SLO) Annual Reports submitted by the chairs/departments heads of the academic programs. Below are the instructions for the completing the 2014-15 SLO Report for graduate and professional programs.

### Important Information

- **DEADLINE:** IE will need to receive the 2014-15 SLO Reports by **Friday, November 6, 2015.**
- **100% submission of reports is required for compliance with SACSCOC core requirements and comprehensive standards.** These reports are critical to the university's ability to demonstrate institutional effectiveness. Your dean will receive periodic status reports detailing outstanding reports until full compliance is achieved.
- Staff from IE is available to assist you and ensure timely submission of the reports. Please contact Cheryl Gilchrist at 852-8139 or [cheryl.gilchrist@louisville.edu](mailto:cheryl.gilchrist@louisville.edu) if you need assistance.
- Please submit the 2014-15 SLO Report template for graduate and professional programs via email to [cheryl.gilchrist@louisville.edu](mailto:cheryl.gilchrist@louisville.edu)
- IE staff will enter your reports into Compliance Assist.

### SACS Accreditation

SACSCOC accreditation (CS 3.6.2) requires that “effective graduate instruction provides the foundational knowledge and skill development to support independent research and professional practice. Graduates have the ability to contribute to a profession or field of study.” Department chairs/heads of graduate and professional programs provide evidence that UofL is in compliance with this requirement through the SLO process. Department chairs/heads must include a goal and related outcomes, measures, and findings that address:

- Content knowledge (*including knowledge of the literature of the discipline*)

In addition, each program must demonstrate how their students are involved in:

- Research (*ensure ongoing student engagement in research*) **and/or**
- Professional practice (*support appropriate professional practice and training experiences*)

### **Revised Template**

The template was revised to assist department chairs/heads of graduate and professional programs with the alignment needed for each required program goal and its relationship to the SLO, measure, target, and finding. Detailed instructions are provided directly on the form for completing each section of the 2014-15 SLO Report. Please submit your report to IE using the 2014-15 SLO Report for the graduate and professional program. IE staff will enter the SLO Reports into Compliance Assist, a comprehensive web-based assessment and reporting system to help facilitate and standardize our SLO efforts at UofL.

### **Using the 2013-14 Feedback Reports**

All chairs/department heads received 2013-14 Feedback Report. These reports were generated utilizing a rubric. The feedback report detailed suggestions for the next reporting cycle to demonstrate the alignment needed for each of the required program goals, its relationship to the SLOs and measures, and documenting improvement to the program based on the findings. The recommended changes identified in the 2013-14 SLO Feedback Reports need to be reflected in the 2014-15 SLO Reports.

### **Online (distance) Academic Programs and Off-Site Academic Programs**

New guidelines being developed by SACSCOC are expanding expectations on student learning outcomes reporting. Programs marketed as online through the Delphi Center and programs where 50% or more of the program are available offsite will need to be more specific in their SLO reports about the assessment of outcomes for the students enrolled in programs offered either online or at offsite locations. SLO reports will need to show that the learning taking place online or offsite is comparable to the face-to-face components of the program. UofL's Institutional Effectiveness staff will follow up later in the fall with units that have off-site and/or online programs that require SLO reporting tied to those locations.

In the 2014-15 SLO Report, department chairs/heads will need to identify online (distance) and/or off-site degree program in addition to the traditional on campus program. Department chairs/heads will need to verify whether program goals, SLOs and measures for online academic and /or off-site programs are similar in scope and content to the traditionally delivered counterpart. **You will need to distinguish in your report between on campus, distance, and off-site students and document for each group of students their direct attainment of the outcomes.** If the online (distance) or off-site program is a stand-alone program, a separate report will need to be submitted reflecting the unique program goals and related SLOs and measures.

### **Certificate Programs**

For all **certificate programs**, department chairs/heads are asked to verify whether the certificate is embedded within a degree-granting academic program with established program goals and aligned SLOs. If not embedded, a separate report needs to be submitted for the certificate program identifying its specific program goals, SLOs, and measures.

## Action Plan

This provides evidence of “closing the loop”, by utilizing the assessment results indicated throughout this SLO report to indicate strategies for continuous program improvement to enhance student learning and the student’s academic experience. In order to truly “close the loop”, it is necessary to reflect on your action plan from the previous SLO reporting cycle, to address what, if any, improvements were made, and create a new action plan to move forward based on new assessment results

## INSTRUCTIONS

### Program Mission

The **program mission** is a broad statement of the purpose of the academic unit/program which is linked to UofL’s institutional mission. The mission statement outlines the purpose of the academic unit/program within the context of who it serves and in what ways. Each academic unit/program should have its own mission statement that reflects its contribution to UofL’s institutional mission: <http://louisville.edu/about/>

### #1 Competency Related to Content Knowledge

#### Program Goal #1

A statement (clearly aligned to the program’s mission) that addresses the distinct body of knowledge (including literature of the discipline) students will possess upon completing this program of study.

#### Student Learning Outcome #1

SLO clearly aligns to Program Goal 1 (above), and describes specific **measurable** knowledge, skills or perceptions to be gained or improved upon completing the program of study.

*NOTE: Though you may have multiple outcomes related to this program goal, please only report ONE SLO for which you have the necessary measure, target, and finding.*

#### Measure #1

Clearly aligns to SLO 1 (above) and describes a **direct** assessment measuring how students’ work will be evaluated to determine their level of competency.

- Acceptable: paper, exam, essay, presentation, thesis/dissertation, portfolio, supervisor/internship/co-op evaluation
- NOT acceptable: course grade or course completion

Be sure to **describe** the criteria used to evaluate the student work and **provide copies** of the **evaluation materials**, if applicable.

- Acceptable: rubric (with explanation of scale), specific exam questions related to SLO, specific questions from supervisor/internship/co-op evaluation form. **Please include copy of rubric, evaluation form, etc.**

*NOTE: Where appropriate, the same measure may be used for more than one SLO.*

An **indirect** measure can be used **in addition** to a direct measure (student opinion survey, satisfaction survey, exit survey, etc.)

### **Target #1**

Clearly aligns to Measure 1 (above) and indicates a specific and appropriate threshold for students' collective performance related to the measure of SLO 1. Be sure to include:

- 1) sampling methodology (e.g. representative sample, whole population) with justification for your choice,
- 2) the total number of students being evaluated (ex. n = 25), and
- 3) the percentage (not mean/average) of students expected to achieve a particular threshold (e.g. 90% of students must earn a rating of "adequate" or higher on the designated rubric).

### **Finding #1**

Provide results specified in Measure 1 (above) and indicate whether the intended target/threshold was met. (e.g. 75% of students earned a rating of "adequate" or higher on the designated rubric. Target was not met.)

## **#2 Competency Related to Engagement in Research**

### **Program Goal #2**

This goal clearly aligns to the program mission statement and addresses how students will gain foundational knowledge and develop skills to support independent research.

### **Student Learning Outcome #2**

SLO clearly aligns to Program Goal 2 (above) and describes specific **measurable** knowledge, skills or perceptions related to independent research.

*NOTE: Though you may have multiple outcomes related to this program goal, please only report ONE SLO for which you have the necessary measure, target, and finding.*

### **Measure #2**

Clearly aligns to SLO 2 (above) and describes a **direct** assessment measuring how students' work will be evaluated to determine their level of competency.

- Acceptable: paper, exam, essay, presentation, thesis/dissertation, portfolio, supervisor/internship/co-op evaluation
- NOT acceptable: course grade or course completion

Be sure to **describe** the criteria used to evaluate the student work and **provide copies of the evaluation materials**, if applicable.

- Acceptable: rubric (with explanation of scale), specific exam questions related to SLO, specific questions from supervisor/internship/co-op evaluation form. **Please include copy of rubric, evaluation form, etc.**

*NOTE: Where appropriate, the same measure may be used for more than one SLO.*

An **indirect** measure can be used **in addition** to a direct measure (student opinion survey, satisfaction survey, exit survey, etc.)

### **Target #2**

Clearly aligns to Measure 2 (above), and indicates a specific and appropriate threshold for students' collective performance related to the measure of SLO 2. Be sure to include:

- sampling methodology (e.g. representative sample, whole population) with justification for your choice,
- the total number of students being evaluated (ex. n = 25), and
- the percentage (not mean/average) of students expected to achieve a particular threshold (e.g. 90% of students must earn a rating of "adequate" or higher on the designated rubric).

### **Finding #2**

Provide results specified in Measure 2 (above) and indicate whether the intended target/threshold was met. (e.g. 75% of students earned a rating of "adequate" or higher on the designated rubric. Target was not met.)

## **#3 Competency Related to Professional Practice and Training Experiences**

### **Program Goal #3**

This goal clearly aligns to the program mission statement and addresses how students will gain foundational knowledge and develop necessary skills by engaging in professional practice and/or training experiences.

### **Student Learning Outcome #3**

SLO clearly aligns to Program Goal 3 (above), and describes specific measurable discipline-specific knowledge and/or critical thinking and application of their emerging skills to solve practical (i.e. real world) problems of increasing complexity.

*NOTE: Though you may have multiple outcomes related to this program goal, please only report ONE SLO for which you have the necessary measures and findings.*

### **Measure #3**

Clearly aligns to SLO 3 (above) and describes a **direct** assessment measuring how students' work will be evaluated to determine their level of competency.

- Acceptable: paper, exam, essay, presentation, thesis/dissertation, portfolio, supervisor/internship/co-op evaluation
- NOT acceptable: course grade or course completion

Be sure to **describe** the criteria used to evaluate the student work and **provide copies of the evaluation materials**, if applicable.

- Acceptable: rubric (with explanation of scale), specific exam questions related to SLO, specific questions from supervisor/internship/co-op evaluation form. Please include copy of rubric, evaluation form, etc.

*NOTE: Where appropriate, the same measure may be used for more than one SLO.*

An **indirect** measure can be used **in addition** to a direct measure (student opinion survey, satisfaction survey, exit survey, etc.)

### **Target #3**

Clearly aligns to Measure 3 (above), and indicates a specific and appropriate threshold for students' collective performance related to the measure of SLO 3. Be sure to include:

- sampling methodology (e.g. representative sample, whole population) with justification for your choice,
- the total number of students being evaluated (ex.  $n = 25$ ), and
- the percentage (not mean/average) of students expected to achieve a particular threshold (e.g. 90% of students must earn a rating of "adequate" or higher on the designated rubric).

### **Finding #3**

Provide results specified in Measure 3 (above) and indicate whether the intended target/threshold was met. (e.g. 75% of students earned a rating of "adequate" or higher on the designated rubric. Target was not met.)

## **Action Plan**

This provides evidence of "closing the loop", by utilizing the assessment results indicated throughout this SLO report to indicate strategies for continuous program improvement to enhance student learning and the student's academic experience. In order to truly "close the loop", it is necessary to reflect on your action plan from the previous SLO reporting cycle, to address what, if any, improvements were made, and create a new action plan to move forward based on new assessment results.