

## How to write and report student-learning outcomes (SLOs)

### COURSE OUTCOMES

#### Criteria:

- Indicates a course or program-level assessment
- Is reasonable given the ability of the students
- States what the students will know, think, or do as a result of a learning experience
- Is measurable (can be observed or tested)

### MEANS OF ASSESSMENT / CRITERIA FOR SUCCESS

#### Criteria:

- Means of Assessment:
  - Identifies specific assessment method category (course embedded test, focus group, portfolio, standardized test, survey, etc.) for the outcome
  - Details the assessment method used to measure the outcome
- Criteria for Success:
  - Establishes minimum score for success at achieving outcome
  - Quantifies (% fraction or actual number) of students who are expected to meet minimum score
  - Establishes minimum score for any sub-categories within the outcome, if applicable
- Schedule
  - Specifies the time frame in which outcome will be assessed

### SUMMARY OF DATA

#### Criteria:

- The number of students assessed (actual number)
- The number of students (actual number, percentage) that met criteria of success
- Included additional data for sub-category (include comparisons with any minimum sub-scores) (if applicable)

### USE OF RESULTS

#### Criteria:

- Includes date of meeting where use of results was discussed
- Highlights key findings from the data above
- States significance of findings, including:
  - Changes to be implemented as a result of key findings
  - Benefit of continuing the assessment
  - Impact on the course or program
- Indicates time frame in which other outcomes will be assessed