Discussion about the goals for a program is a critical component to make the assessment process meaningful and authentic. Some argue this is the most important step in assessment. **Course SLO and program SLO assessment results often indicate a discrepancy between “what is and what should be” – this need should be addressed by the program.** The discussions should be a collaborative process to determine what needs to take place based on your findings, then create a plan for improvement. In some cases, no action may be needed. Please review the terminology defined below, along with the example on this page. **In preparation for Program Review in eLumen, each department should complete the form on the following page to record and modify plans throughout the cycle.**

* **Student Oriented Goals**: Statements of broad, long-range targets or directions of development for the program and the curriculum – this is what you want to accomplish. Goals should be consistent with the mission of the program and the mission of the college, and **should be updated in the Department profile on eLumen**.
* **Objective(s)**: Specific and concise statements that lead toward a goal. Some programs find this is a useful place to link program objectives to the Institutional Student Learning Outcomes, or I-SLOs. These statements often identify who will make what change, by how much, where and by when – see the table headers below.
  + **Responsible Person(s)**: Identify the faculty and staff who will “take the lead” on achieving specific objectives, and ultimately the goals for the program.
  + **Target Date for Achievement**: The date you believe the steps can be accomplished. Do not look at this as a deadline, especially when there is so much we cannot control, but try to be as specific as possible.
  + **Action Steps:** These are the **exact** details of your plan. They should be concrete and comprehensive, and each step should explain what will occur. The steps can be used to identify resources the college can provide to aid in completing the steps.
  + **Benchmark:** This is a minimum performance level or standard for completing a task. Think of it like a method to verify progress in the steps towards achieving the goal.
  + **Status as of Date:** This column should be revisited throughout the program review cycle to provide updates on where the program is in achieving their goals.

**EXAMPLE with the status update color coded**

| **Student Oriented**  **Goals** | **Objective(s)** | **Responsible Person (s)** | **Target Date for Achievement** | **Action Steps** | **Benchmark** | **Status**  **As of Date:** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Increase the numbers of students who are prepared to enter nursing school. | 1. Increase program completion 2. Assess added students for the Cognitive GELO - Use cognitive skills to analyze, synthesize, and evaluate ideas and information | C. Darwin  I. Pavlov | Fall 2022 | 1. Analyze datasets from OIE – success, retention, fill rates, etc 2. Identify bottleneck courses 3. Survey to find out where these students are running into roadblocks 4. Discuss offering alternative class times or days 5. Check with student success center to identify courses that could use Supplemental instruction or tutors | 1. OIE datasets requested 2. Discussion between faculty about datasets 3. Survey returned by at least 50 students and 2 councilors 4. Meet with Dean to go over results and any recommendations 5. Emails to and from Student success to query | 1. Completed – Spring 2020 2. In progress - Fall 2021 3. Survey created – Fall 2021 |
| 1. Secure new microscopes - current ones have reached the end of their repairable lifecycle and issues for students in lab classes | S. Winogradsky  A. Leeuwenhoek | Spring 2022 | 1. Ask for demonstration scopes from various companies 2. Design a survey for evaluators to indicate pro/cons of different microscopes 3. Get quotes from companies and make decision | 1. Demo microscopes form at least 3 companies 2. >50% of instructors and lab techs complete surveys 3. Request funds 4. **Purchase new microscopes** | 1. Completed -5/02/2019 2. Completed – 5/16/19 3. In progress – funds requested in 2019 program review 4. Waiting on RA |
| 1. Students have asked instructors to consider using OER textbooks to reduce costs | H. Krebs  M. Calvin  A. Benson | Spring 2022 | 1. Identify courses with OER texts 2. Faculty examine OER texts for various courses 3. Faculty meet to discuss preferences | 1. Identify OER texts for use 2. Email Angelica with new text information 3. Update curriculum with new textbook information | 1. Completed – Fall 2020 2. Email sent – Dec 15, 2021 3. In progress – |

| **Student Oriented**  **Goals** | **Objective(s)** | **Responsible Person (s)** | **Target Date for Achievement** | **Action Steps** | **Benchmark** | **Status**  **As of Date:** |
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