**Student Services Outcomes Assessment Plan Template**

Student Services outcomes need to be assessed once every 4 years (minimum). We encourage department deans/managers and/or department chairs/coordinators to create an Outcomes Assessment Plan that maps onto your department’s comprehensive program review cycle.

One option, which this template outlines, is to assess all outcomes within 3 years and then use the year that you’re writing the next comprehensive review to reflect on data and make any relevant programmatic changes. A sample for you to edit is provided below.

**Student Services Area:**

**Comprehensive Program Review:** Fall 2023 **Next Comprehensive Program Review:** Fall 2028

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Outcome Statement** | **Assessment Method/Tool** | **Mapped to ILO(s) and/or Program Review Goals** | **2023-24**  **(Comp. Program Review Year)** | **Data Collection 2024-25**  **(Specify Months)** | **Data Collection 2025-26**  **(Specify Months)** | **Data Collection**  **2026-27**  **(Specify Months)** | **Data Collection**  **2027-28**  **(Specify Months)** |
| ***Example Statement:***  Students will create and follow a comprehensive education plan. | Degree audits and internal records | Professional Responsibility  PR Goal #2: Write out aligned PR Goal here | Data reflection, program modifications | January and June | January and June | January and June | January and June |
| SAO/SLO 1: Students will increasingly access Career Center resources and events to determine a major or career pathway. | - SARS & CRM Utilization Data: Student participation #s,  # of app  - Student demographic information | Student can articulate a career or major. | December & June | December & June | December & June | December & June | December & June |
| SAO/SLO :  Students will increase knowledge of fields of study (majors) and aligned career pathways | Career Counseling Appointment Survey/Workshop Survey  Percent of students who report increased knowledge of resources to help them define a career major or goal.  Percent of students who report increased confidence in career or major of choice. | Student can articulate a career or major. | December & June | December & June | June & December | June & December | June & December |
| SAO/SLO : Write outcome statement here. |  |  | Data reflection, program modifications |  |  |  |  |

|  |  |
| --- | --- |
| **For each outcome statement: How will your department communicate outcomes assessment results to the larger group and incorporate those results into your service area discussions, processes, and practices.** | |
| SLO 1: Students will increase knowledge of fields of study (majors) and aligned career pathways | Counseling Division Meeting; Pathways Team Meeting; SSLAT |
| SLO 2: |  |
| SAO 1: Students will increasingly access Career Center resources and events to determine a major or career pathway. | Counseling Services Leads weekly meetings; Student Services Leadership Advisory Team; |
| SAO 2: |  |