

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)
<i>Example Statement:</i> 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: ○ Increase enrollment and usage of DSPS among Latinx students to achieve parity with the	Comparison reports for DSPS and All Other Students	This goal is in alignment with the previous PR goal.	Data reflection, program modifications	January and June	January and June	January and June	January and June

demographics of the campus population and larger community.							
SAO/SLO 2: Write outcome statement.			Data reflection, program modifications				
SAO/SLO 3: 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: Write outcome statement here.	
SLO 2: Write outcome statement here.	
SAO 1: Increase enrollment and usage of DSPS among Latinx students to achieve parity with the demographics of the campus population and larger community.	DSPS department Hispanic/Latino student demographics will become equal to the college-wide demographics of the same population. Progress will be evaluated during regularly scheduled demographic data comparisons to review progress and make intentional adjustments to meet this goal.
SAO 2: Write outcome statement here.	