Developing or Reviewing Program Outcomes

Step 1. Program Outcomes should first be developed or reviewed for accuracy.
Choose one of the following process options to complete this step:

- Facilitated program outcomes meeting- Includes Advisory committee and other stakeholders.
- Facilitated program outcomes faculty meeting
- Collaborative faculty session to develop or review outcomes without facilitator.

Step 2. In developing or reviewing program outcomes, keep in mind that meaningful program outcomes should have specific criteria.
Review your program outcomes using the following criteria as a checklist for quality, before submitting them to your division and the Assessment and Evaluation Department:

- Program outcomes are stated in clear terms that can be understood by persons outside the program.
- They should have meaning for those who teach or study in the program.
- They can be used as a basis for the development and revision of curriculum.
- They are addressed throughout the program and across courses.
- As a whole, they represent the breadth of the program.
- They pertain to all of the learning experiences that make up a program.
- They are designed with assessment in mind: What will the graduate be able to do to demonstrate capability of an outcome?
- They may be assessed objectively, qualitatively, or using a combination of methods.

Step 3. Completed program outcomes should be submitted to the Assessment and Evaluation Department and the Program's division office.

Examples of program outcomes:

Business Software Applications Specialist

1. Manage an office effectively and efficiently
2. Communicate clearly and professionally in both written and oral formats.
3. Recognize professional values and exhibit professional behaviors in the work environment
4. Use appropriate technology and technical skills to manage information and solve problems.
5. Exhibit interpersonal skills and attitudes for working in an office environment.

Electronics Technology

1. Use learning skills to integrate knowledge and understanding as you analyze, configure, troubleshoot, measure and/or program systems and devices.
2. Troubleshoot systems and equipment applying logical and mathematical knowledge to simplify and solve complex problems.
3. Use software, program, interface and troubleshoot micro and personal computers.
4. Work as a productive and responsible member of a team.
5. Apply acquired skills and learn new skills to meet the changing needs of the industry.