**Certificate Name:**

**Mission:**

**YPA Author:**

**Student Learning Goals and Outcomes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Learning Goal (SLG):** *At least 1 SLG* | **Student Learning Outcome (SLO):** *1-3 SLOs per SLG* | **Direct Measure title and description:** *At least 1 measure per SLO* | **Criteria** | |
| **Description w/ proficiency** | **Target**  **(%)** |
| SLG 1: | SLO 1.1: | Measure 1.1.1: |  |  |
| SLO 1.2: | Measure 1.2.1: |  |  |
| SLG 2: | SLO 2.1: | Measure 2.1.1 |  |  |
| SLO 2.2 | Measure 2.2.1: |  |  |

**Operational Outcomes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Operational Goal (OG)**: At least 1 OGs | **Operational Outcome (OO):** *At least 1**OO per OG* | **Measure** | **Criteria** | |
| **Title and Description:**  *At least 1 measure per OO* | **Description** | **Target**  **(#, %, $)** |
| OG 1: | OO 1.1: | Measure 1.1.1: |  |  |
| OO 1.2: | Measure 1.2.1: |  |  |
| OG 2: | OO 2.1: | Measure 2.1.1: |  |  |
| OO 2.2: | Measure 2.1.2: |  |  |

**Definitions**

|  |  |
| --- | --- |
| Academic program | An undergraduate- or graduate-level course of study that results in a degree, certificate, or other scholarly award. |
| Criteria | Methods of reporting assessment data, including targets |
| Criteria for an Operational Outcome | Methods of reporting operational assessment data, including the calculation method of the results and a target that is established as a number, percentage, or currency value that is expected to be achieved. |
| Criteria for a Student Learning Outcome | Methods of reporting student learning assessment data, including the proficiency level that is required to achieve success on a measure and a target that is established as a percentage of students who are expected to achieve proficiency on the measure. |
| Direct Measure of a Student Learning Outcome | Means of assessing a student learning outcome that require students to demonstrate their learning (e.g., standardized exams, locally developed exams, oral exams, essays/reports, performances/recitals, clinicals/practicums, presentations, portfolios, capstone projects, simulations) |
| Direct Measure of an Operational Outcome | Means of assessing an operational outcome that require products or other sources of evidence that demonstrate a program’s utilization of resources or implementation of processes (e.g., retention, graduation, placement, program curricula, faculty/staff performance, strategic plan/budget performance, academic/student support services, learning and technological resources, facilities, comparisons with peer institutions, staff time, cost, materials, equipment, reduction in errors, reliability) |
| Indirect Measure of an Operational Outcome | Means of assessing an operational outcome that require sources of evidence that imply a program’s utilization of resources or implementation of processes (e.g., stakeholder surveys, interviews, focus groups) |
| Measure | Tool, methodology, activity, or other means of assessing an outcome, including the instrument that is utilized to collect data, the time frame when it is implemented, and the personnel involved. Each measure should subsume at least one set of criteria. |
| Mission Statement | Statement describing a program’s primary purpose, functions, and stakeholders served. The mission should distinctly represent the program and be related to the mission of the institution. |
| Mission Statement Template | The mission of the (Name of the Program) program is to (purpose of the program) by providing (primary functions or activities of the program) to (stakeholders served by the program) |
| Operational Goal (OG) | General statement of what a program intends to accomplish in terms of its operational effectiveness. Each operational goal should subsume at least one operational outcome. |
| Operational Outcome (OO) | Specific statement of desired results relevant to a program’s processes as well as its human, physical, technological, financial and other resources. Each operational outcome should subsume at least one measure. |
| Proficiency | Minimum performance required on a measure to represent successful achievement of a Student Learning Outcome |
| Student Learning Goal (SLG) | General statement of learning that students are expected to achieve through participation in a program. SLGs should be reflected in the curriculum and serve as a bridge between the program’s broad mission statement and its more detailed SLOs. Key elements of an SLG are the same as a Student Learning Outcome (SLO) and include a learner description, observable action verb, and statement of learning to be demonstrated. Each SLG should subsume at least one SLO. |
| Student Learning Goal (SLG) Template | [Learner description] will [observable action verb] [statement of learning to be demonstrated] |
| Student Learning Outcome (SLO) | Specific statement of the knowledge, skills, values, or other attributes that students are expected to demonstrate by the time that they complete a program. Key elements of an SLO are the same as a student learning goal (SLG) and include a learner description, observable action verb, and statement of learning to be demonstrated. Each SLO should subsume at least one measure. |
| Student Learning Outcome (SLO) Template | [Learner description] will [observable action verb] [statement of learning to be demonstrated] |
| Target | Future quantitative value that is expected to be achieved on a measure as a point of reference for a program to evaluate or judge its own performance. A program may use its own past performance data or data from another comparable or exemplary program as a benchmark against which to compare future data/performance. |
| Target for an Operational Outcome | Future quantitative value expressed as a number, percentage, dollar amount, or other numeric value that is expected to be achieved by a program. |
| Target for a Student Learning Outcome | Future quantitative value expressed as a percentage of students that are expected to achieve proficiency on a measure |
| Yearly Program Assessment (YPA) | Annual documentation of a program's assessment plan, results, and utilization of results. |

**Tools**

*Key Components of a Mission Statement*

|  |  |
| --- | --- |
| Component of Mission | Response |
| Name of the program |  |
| Purpose of the program (i.e., the reasons why it performs its operations) |  |
| Primary functions or activities of the program |  |
| Stakeholders served by the program (i.e., the stakeholders that are expected to participate in or otherwise benefit from the program) |  |

*Key Components of an SLG*

|  |  |
| --- | --- |
| Component of SLG | Response |
| SLG Number |  |
| Learner description |  |
| Observable action verb |  |
| Statement of learning to be demonstrated |  |

*Key Components of an SLO*

|  |  |
| --- | --- |
| Component of SLO | Response |
| SLO Number |  |
| Learner description |  |
| Observable action verb |  |
| Statement of learning to be demonstrated |  |

*Course Assessment and Coverage Level for SLO Mapping Template*

|  |  |  |
| --- | --- | --- |
| Course or Setting | SLO # | |
| Assessed (Yes/No) | Coverage Level |
|  |  |  |
|  |  |  |
|  |  |  |

*Key Components of a Measure*

|  |  |
| --- | --- |
| Component of Measure | Response |
| Measure Number |  |
| Title |  |
| Type |  |
| Course or setting |  |
| Description |  |

*Key Components of Criteria*

|  |  |
| --- | --- |
| Component of Criteria | Response |
| Criteria Number |  |
| Title |  |
| Proficiency |  |
| Target % |  |

**Additional guidance is available at** <https://www.minotstateu.edu/academic/assessment/Assessment-Training.shtml>