

# The Assessment Cycle of Student Learning Outcomes

## A Step-by-Step Guide

1. Identify a point person or group of people in your department.
2. Identify what **program** you will work on.
  - General Education
  - Developmental Education
  - Transfer
  - Degree
  - Certificate
  - Other
3. As a department, choose or determine a **goal** for that program. [[example](#)]
  - See the DVC [catalog](#) for a list of established GE goals.
  - Your goal should relate to the DVC [Mission Statement](#).
4. As a department, discuss possible **learning outcomes** and decide on 3 - 5 measurable outcomes to assess this year. [[example](#)]
  - Producing well-written learning outcomes is the key to success. Click [here](#) for a list of examples. Click [here](#) for further resources on writing learning outcomes.
5. As a department, A) determine how you will assess each learning outcome (**means of assessment**) and B) establish departmental criteria for what constitutes a successful accomplishment of each learning outcome (**criteria for success**). [[example](#)]
  - [Guidelines](#) for effective and feasible means of assessment.
6. Implement assessment and collect and analyze the **results** of the assessment. [[example](#)]
  - The DVC Research Office is available to assist with this step. Contact Mohamed Eisa at x2617 or [meisa@dvc.edu](mailto:meisa@dvc.edu).
7. Report results back to the department (e.g. at the beginning of the following semester) so that the department can use the information to improve student learning (**use of results**). [[example](#)]
8. Fill out the following template (as a [downloadable Word document](#) or [interactive online form](#)) to summarize your efforts and results. [[example](#)]
  - A) Keep a copy in your department for future reference.
  - B) Give a copy to your Program Review committee.
  - C) Bring a copy to the TS/SLO committee for feedback, counseling, ideas, praise, and to facilitate interdepartmental sharing of ideas and results.
  - D) Laugh at your mistakes and get ready to try it again.