Achieving actionable outcomes information for the improvement of teaching and learning

**Step 1: Identifying Purpose**
- Institutional Mission
- College Goals
- Division Goals
- Department Goals
- Internal Factors
- External Factors

**Step 2: Logistics**
- When courses are assessing this term?
- Do the courses have an SLO to assess? Yes/No
- Has an assessment tool been selected? Yes/No
- Has assessment been done? Yes/No
- Has the information been acted on? Yes/No
- Who develops an SLO?
- By what date?
- Are the Measurable Objectives like SLOs?

**Step 2: Develop an SLO**
- Select a Measurable Objective
- How to write an SLO
- By what date will the data be collected?
- Who will collect the data?
- By what date will the data be compiled?
- Who will enter the results into ePIE?

**Step 3: Select An Appropriate Assessment Tool**
- Assessment Type?
  - Formative
  - Summative
- Data Type?
  - Quantitative
  - Qualitative
- Quiz
- Checklist
- Rubric
- Muddiest Point
- Minute Paper
- Directed Paraphrase
- Essay
- Debate
- Focus Group

**Step 4: Conduct Assessment**
- What sections are being assessed?
- By what date will the data be collected?
- Who will compile the data?
- By what date will the results be in ePIE?
- Who will collect the data?
- By what date will the data be compiled?
- Who will enter the results into ePIE?

**Step 5: Using Information**
- What were the most important findings?
- What changes can be made as a result?
- Are additional resources required?
- How can we improve next time?
- What thoughts or concerns emerged?