University of Houston ◢ Clear Lake
Office of Institutional Effectiveness

Program Outcomes

WELCOME TO UHCL AMS – ACCOUNTABILITY MANAGEMENT SYSTEM

This Guide provides step-by-step information about navigating through the system and entering Program Outcomes into your assessment plan.

HOW DO I ACCESS AMS?
Login is now: https://www.uhcl.edu/about/administrative-offices/taskstream/ although www.uhcl.edu/taskstream will redirect you.

Use your UHCL credentials to login (same userID and password as email)

UHCL Accountability Management System (AMS) - Taskstream

Institutional Effectiveness ⌄

Only UHCL faculty and staff use AMS to track program and unit assessment plans.

AMS Login

Contact

Institutional Effectiveness
Assessment and QEP
Phone: 281-283-3065
Institutional Research
Phone: 281-283-3005

College of Education Faculty/Students

For assistance with LAT – Taskstream
Contact Email: education@uhcl.edu
Phone: 281-283-3600

If you have login issues or need an account set-up, please contact OIE

Technical Problems: Taskstream Mentoring Services help@taskstream.com 1-800-311-5656 press 2

Your Welcome page will show your assigned workspaces, which are departments and programs that you can access.
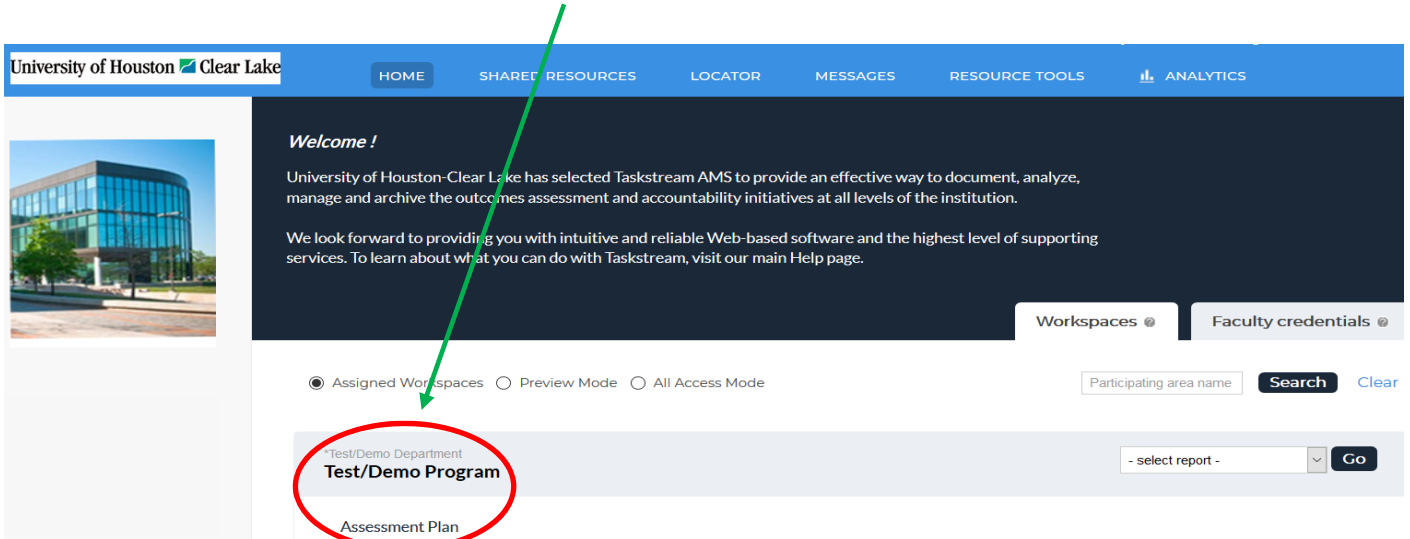
To begin entering information or data in AMS Taskstream, you need to click open the Assessment Plan.
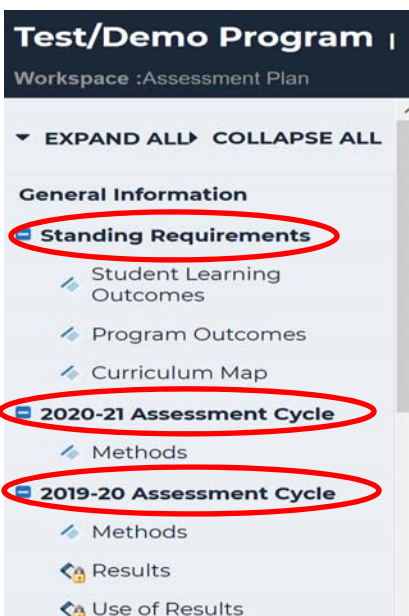
Once the assessment cycle is open, you will see a menu on the
Left showing the sections included in the assessment plan:
Standing Requirements and **Assessment Cycle**.
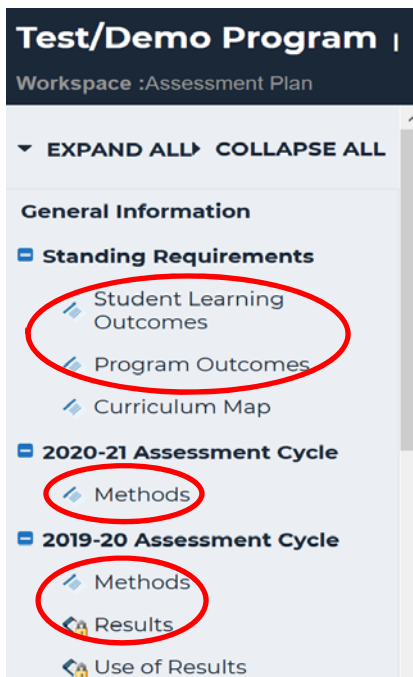
Each section contains items where you will enter information and data regarding your assessment activities.

STANDING REQUIREMENTS

This area contains a set of outcomes that you will assess in order to determine if your program/department is functioning well. Standing Requirements are components of your program/department that typically remain steady over time and are not usually associated with cyclical review. However, these items should be assessed by the program/department annually to ensure accuracy. Standing Requirements will vary depending on type of program: Academic, Co-Curricular, and Administrative.

CREATING PROGRAM OUTCOMES

You choose which outcomes you want to assess for the current cycle based on the **Program Outcomes** (POs) you set up in the **Standing Requirements** section of your assessment workspace. Only include outcomes in the plan you want to assess for that cycle.

Program Outcomes

- ❖ **Program Outcomes** (POs) describe the program's fundamental purpose(s), and how the program contributes to the achievement of the University's mission. Your outcomes are an important starting point of your assessment because they will align with the remaining components of your assessment plan.
    - What are the program's core functions?
    - What major services does the program provide in order to achieve its mission?

    When writing Program Outcomes, provide goals for business practices, general operations, or specific initiatives. In addition, each outcome needs a short, logical title that allows you to easily recognize which outcome you are assessing.

    Below are examples of Outcome titles (line 1 of each bullet point) and Program Outcome descriptions (line 2-3 of each bullet point).

- Educational Excellence
  Create and sustain a culture that supports teaching excellence in all academic areas.

- Recruitment
  The Office of Student Recruitment will assist the university in the growth of enrollment for both undergraduate and graduate students.

- Advising
  The Advising office will assist students in making meaningful decisions based upon a consideration of interests, values, and goals.

- Learning Experience
  Offer traditional and innovative academic programs that are rigorous in content and flexible in real-world application.

ENTERING PROGRAM OUTCOMES INTO THE ASSESSMENT PLAN

Program Outcomes

1. First, click on Program Outcomes on the left side of the screen. Then click Check Out in order to enter/edit an area.

2. Review your Program Outcomes for accuracy.

3. If you will assess these Outcomes and do not need to add a new one in the upcoming cycle, skip to the Methods section. To add a new Outcome click Create New Outcome.
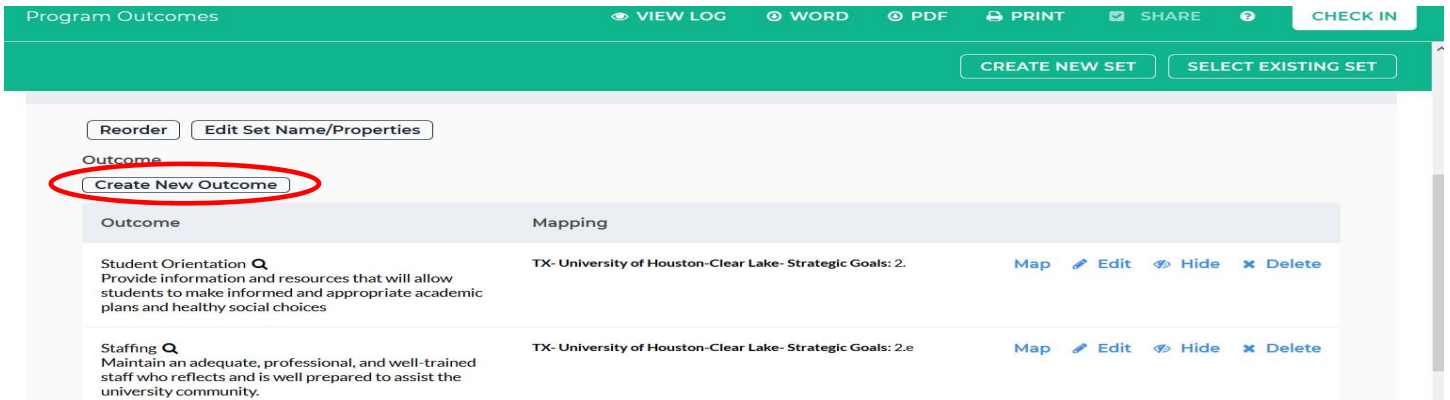
4. Give the new Outcome a short, logical title that allows you to easily recognize which outcome you are assessing.

5. Describe/specify the program's fundamental purpose(s) and the services the program will provide in order to achieve its mission. When finished, click Continue.

6. The next screen will ask if you want to update other areas with this new Outcome. If so, click in the appropriate box(es) and then Update Selected Areas. ****Only check boxes pertaining to the new Outcome. Do not check boxes for previous years.** If you do not need to update other area(s), click Do Not Update Other Areas – Return To Workspace.

Assessment Plan (Workspace : Assessment Plan)
- ☐ Standing Requirements: Curriculum Map
- ☐ 2020-21 Assessment Cycle: Methods
- ☐ 2019-20 Assessment Cycle: Methods
- ☐ 2019-20 Assessment Cycle: Use of Results
- ☐ 2018-19 Assessment Cycle: Methods
- ☐ 2018-19 Assessment Cycle: Use of Results
- ☐ 2017-18 Assessment Cycle: Methods
- ☐ 2016-17 Assessment Cycle: Methods
- ☐ 2016-17 Assessment Cycle: Use of Results
- ☐ 2015-16 Assessment Cycle: Methods
- ☐ 2015-16 Assessment Cycle: Use of Results
  This item is locked
- ☐ 2014-2015 Assessment Cycle: Methods
  This item is locked
- ☐ 2014-2015 Assessment Cycle: Use of Results
  This item is locked
- ☐ 2013-2014 Assessment Cycle: Methods
  This item is locked
- ☐ 2013-2014 Assessment Cycle: Use of Results
  This item is locked

DO NOT UPDATE OTHER AREAS - RETURN TO WORKSPACE   **UPDATE SELECTED AREAS**

7. The new Outcome will need to be "mapped" because there needs to be a direct link between a program's educational objectives and the program outcomes included in the assessment plan. Click Add mapping.

Outcome added/edited successfully

- Add mapping
- Add another outcome
- Back to all outcome sets

8. Select Goal sets distributed to your program using the drop-down box. Then click Go.

Directions : Select the set to which you would like to map the Outcome:

Staffing (part of Outcome) 🔍
Maintain an adequate, professional, and well-trained staff who reflects and is well prepared to assist the university community.

Select category of set to map to :	Goal sets distributed to Test/Demo Program 3 ⌄ **Go**
Select Set :	⚠ Please select the category of the set you would like to map to and click the 'Go' button above.

Cancel   **CONTINUE**

9. You will need to map to the UHCL Strategic Objectives. Click the button to the left of UHCL Strategic Objectives, and then click Continue.

10. There are 15 Strategic Objectives (below is a sample). Read them and check all box(es) that apply to your Program Outcome. Then click Continue.

11. You will be taken back to the Outcome Set screen. Repeat these steps if additional new Program Outcomes are needed. Once all of your Outcomes are added, you are ready to move on. Click the Check In button to exit.