

Program Outcomes

WELCOME TO UHCL AMS – ACCOUNTABILITY MANAGEMENT SYSTEM

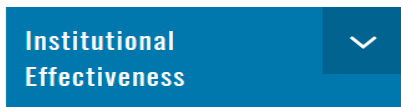
This Guide provides step-by-step information about navigating through the system and entering Program Outcomes into your assessment plan.

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



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

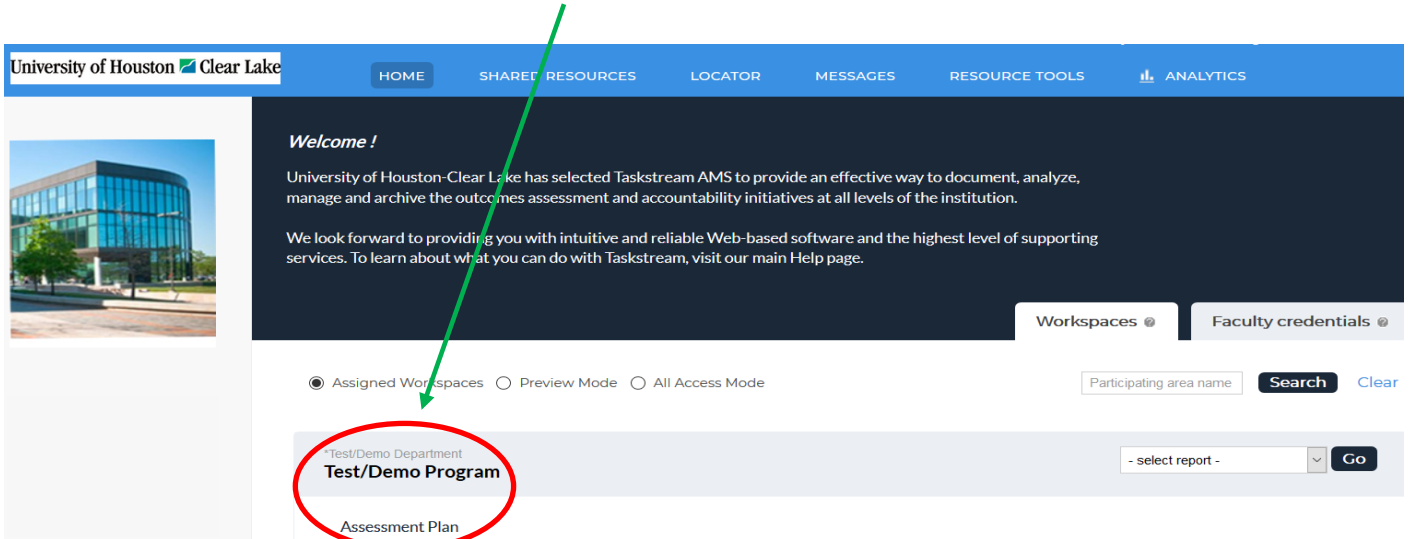
College of Education Faculty/Students

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

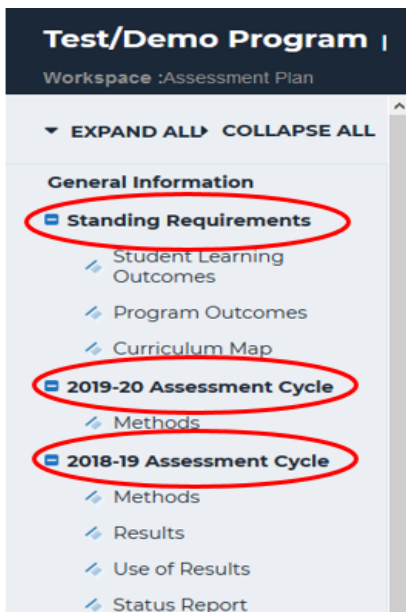
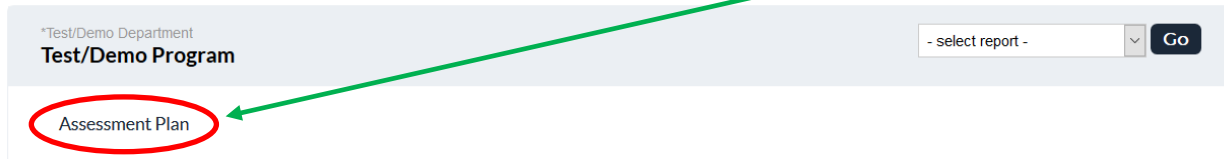
If you have login issues or need an account set-up, please contact OIE

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

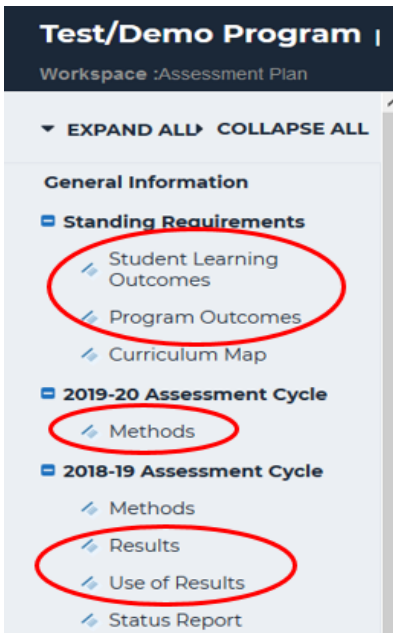
Your Welcome page will show your assigned workspaces, which are departments and programs that you can access.



To begin entering information or data in 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.

The screenshot shows the 'Test/Demo Program | PREVIEW' interface. On the left sidebar, under 'General Information', 'Program Outcomes' is highlighted with a red circle. In the top right corner, the 'CHECK OUT' button is also circled in red. The main content area shows 'Program Outcomes' with options like VIEW LOG, WORD, PDF, PRINT, SHARE, and a red 'CHECK OUT' button.

2. Review your Program Outcomes for accuracy.

The screenshot shows the 'Program Outcomes' table. The table has two columns: 'Outcome' and 'Mapping'. Three rows are visible, each with a green arrow pointing to the 'Outcome' column:

Outcome	Mapping
Student Orientation Q Provide information and resources that will allow students to make informed and appropriate academic plans and healthy social choices	TX- University of Houston-Clear Lake- Strategic Goals: 2.
Staffing Q Maintain an adequate, professional, and well-trained staff who reflects and is well prepared to assist the university community.	TX- University of Houston-Clear Lake- Strategic Goals: 2.e
Recruitment Q The Office of Student Recruitment will assist the university in the growth of enrollment for both undergraduate and graduate students.	TX- University of Houston-Clear Lake- Strategic Goals: 2.e

2. 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.

Program Outcomes

VIEW LOG WORD PDF PRINT SHARE CHECK IN

CREATE NEW SET SELECT EXISTING SET

Reorder Edit Set Name/Properties

Outcome

Create New Outcome

Outcome	Mapping	
Student Orientation Q Provide information and resources that will allow students to make informed and appropriate academic plans and healthy social choices	TX- University of Houston-Clear Lake- Strategic Goals: 2.	Map Edit Hide Delete
Staffing Q Maintain an adequate, professional, and well-trained staff who reflects and is well prepared to assist the university community.	TX- University of Houston-Clear Lake- Strategic Goals: 2.e	Map Edit Hide Delete

4. Give the new Outcome a short, logical title that allows you to easily recognize which outcome you are assessing.

Create New Outcome

Outcome:
Max 140 characters

Description:
Max 1000 characters

Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).

Check Spelling Character Count

Cancel CONTINUE

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.

Update Other Areas

⚠ Important ! Would you like to update other areas with these changes? The changes you just made to your outcome will not be reflected in other areas unless you update them now.

This outcome is associated with the requirements listed below.

Assessment Plan (Workspace : Assessment Plan)

- ☐ Standing Requirements: Curriculum Map
- ☐ 2019-20 Assessment Cycle: Methods
- ☐ 2018-19 Assessment Cycle: Methods
- ☐ 2017-18 Assessment Cycle: Methods
- ☐ 2017-18 Assessment Cycle: Use of Results
- ☐ 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 learning 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:

Information and Ideas (part of Outcome)

Students will develop the disposition and skills to strategize, gather, organize, create, refine, analyze, and evaluate the credibility of relevant information and ideas.

Select category of set to map to: **Goal sets distributed to Test/Demo Program ?** **Go**

Select Set:

- ☐ **TX- University of Houston-Clear Lake- Core Curriculum**
Owned by University of Houston-Clear Lake
(Effective August 2015) [\[View Set\]](#)
- ☐ **TX- University of Houston-Clear Lake- Strategic Goals**
Owned by University of Houston-Clear Lake
(Effective August 2015) [\[View Set\]](#)
- ☐ **UHCL University Learning Outcomes (ULO) (Effective 2016)**
Owned by University of Houston-Clear Lake
(Effective August 2016) [\[View Set\]](#)

Cancel **CONTINUE**

9. You will need to map to the UHCL Strategic Goals. Click in the second radio button and then click Continue.

10. There are four Goal/Strategy groups. Read them and check all box(es) that apply to your Program Outcome. Then click either the top or bottom Continue button.

TX- University of Houston-Clear Lake- Strategic Goals
Owned by University of Houston-Clear Lake

Cancel

CONTINUE

UHCL Strategic Goal 1

Goal/Strategy

- ☐ **1.**
Achieve academic excellence through the offering of high quality programs delivered by an outstanding faculty and staff in an environment supportive of teaching and research.
- ☐ **1.a**
Recruit, develop, and retain high quality faculty and staff to enhance academic and research excellence and to accommodate enrollment growth.
- ☐ **1.b**
Ensure compensation for faculty and staff is competitive relative to peer institutions.
- ☐ **1.c**
Achieve and maintain nationally accredited programs and other forms of national recognition.
- ☐ **1.d**
Increase the number of academic programs with international connections and perspectives.
- ☐ **1.e**
Support increased levels of applied and basic research as well as creative activities.

UHCL Strategic Goal 2

Goal/Strategy

- ☐ **2.**
Provide a supportive student-centered campus environment focused on student access and success.
- ☐ **2.a**
Achieve downward expansion.
- ☐ **2.b**
Develop new academic programs and enhance existing programs to meet community and student needs.
- ☐ **2.c**
Develop and deliver quality online and off-campus programs.
- ☐ **2.d**
Increase student financial support, including scholarships.
- ☐ **2.e**
Provide academic and support services to increase student enrollment and retention.
- ☐ **2.f**
Develop the critical thinking, creative, quantitative, leadership and communication skills of our students.
- ☐ **2.g**
Enhance and support student life including student government and organizations, recreation, housing, community service, leadership development, research and other activities.

UHCL Strategic Goal 3

Goal/Strategy

- ☐ **3.**
Enhance a campus which is attractive, functional, safe and supportive of the university's mission; promote an environment for effective collaboration; and maintain fiscal responsibility.
- ☐ **3.a**
Acquire and maintain an appropriate infrastructure, including property, facilities, and technology.
- ☐ **3.b**
Ensure the physical safety and security of the campus.
- ☐ **3.c**
Promote a collaborative university shared governance system which includes faculty, staff, students and administrators.
- ☐ **3.d**
Support ethnic and gender diversity within the faculty, staff and student body.
- ☐ **3.e**
Exercise prudent stewardship of human, financial, physical and environmental resources.

UHCL Strategic Goal 4

Goal/Strategy

- ☐ **4.**
Build mutually beneficial partnerships through outreach activities for the benefit of faculty, staff, students, alumni and the community.
- ☐ **4.a**
Develop and enhance partnerships with educational institutions, including school districts, community colleges and universities.
- ☐ **4.b**
Develop and enhance collaborative education, research and training partnerships with businesses, governmental agencies and non-profit organizations.
- ☐ **4.c**
Engage the university's alumni through professional development, social and university service opportunities.
- ☐ **4.d**
Engage the community through life-long learning programs, the cultural arts and other activities.
- ☐ **4.e**
Increase resources from the broader community in support of the university's mission.

Cancel

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.

