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: <u>https://www.uhcl.edu/about/administrative-offices/taskstream/</u> although <u>www.uhcl.edu/taskstream</u> will redirect you.

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

UHCL Taskstream



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.

1

University of Houston Z Clear Lake	•	НОМЕ	SHAREF R	RESOURCES	LOCATOR	MESSAGES	RESOURCE TOO	LS <u>IL</u> A	NALYTICS	
	Welcome ! University of manage and a We look forw services. To le	Houston-Clea archive the ou vard to providi earn about wh	ar L; ke has: rtcomes asse ing you with at you can o es) Previ	selected Taskstr essment and acc h intuitive and re do with Taskstre iew Mode O A	ream AMS to provid countability initiativ sliable Web-based s am, visit our main H II Access Mode	e an effective way t es at all levels of th oftware and the hig lelp page.	to document, analyz e institution. shest level of suppor	e, ting kspaces @ Participating at	Faculty rea name	credentials @ Search Clear
	*Test/Dem Test/D	no Department Demo Progr	am					- select	report -	✓ Go
	Asses	ssment Plan								

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 <u>that</u> 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.

Progra	am Outcomes	VIEW LOG	WORD	OPDF			SHARE	0	CHECK OUT
	Outcome								
	Outcome	Map	oping						
K	Student Orientation Q Provide information and resources that will allow students to make and appropriate academic plans and healthy social choices	TX-U e informed	Jniversity of Houst	on-Clear Lake	- Strategic Goals: 2.				
	Staffing Q Maintain an adequate, professional, and well-trained staff who refl well prepared to assist the university community.	TX- V ects and is	Jniversity of Houst	on-Clear Lake	- Strategic Goals: 2.	e			
	Recruitment Q The Office of Student Recruitment will assist the university in the g enrollment for both undergraduate and graduate students.	TX-V growth of	Jniversity of Houst	on-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 O WORD O PDF	A PRINT SHARE O 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	Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).
Description: Max 1000 characters	Check Spelling Character Count
	Cancel

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.

Upo	late Other Areas
4	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.
Ass	essment 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 iteration of
	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.



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	ze, 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 3 ~ Go	
Select Set:	O 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)	[<u>View Set</u>]
	UHCL University Learning Outcomes (ULO) (Effective 2016) Owned by University of Houston-Clear Lake (Effective August 2016)	[<u>View Set</u>]
	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-U Owne	Iniversity of Houston-Clear Lake- Strategic Goals d by University of Houston-Clear Lake Continue Cancel Continue
UHCLS	itrategic 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.
	2.a
	Achieve downward expansion.
	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.
UHCLS	Strategic Goal 3
	Cool/Stratemy
	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
	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.



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.

Program Outcomes	VIEW LOG	● WORD	OPDF	🔒 PRINT	SH SH	ARE ?	CHECK IN	
				CREATE NEW SET		SELECT	EXISTING SET	