



**QuickStart Guide: San Diego City  
College - Course Assessment and  
Action Planning Workspace**

This tutorial will walk you through accessing AMS and adding assessment data (outcomes, measures, and action plans) to the system.

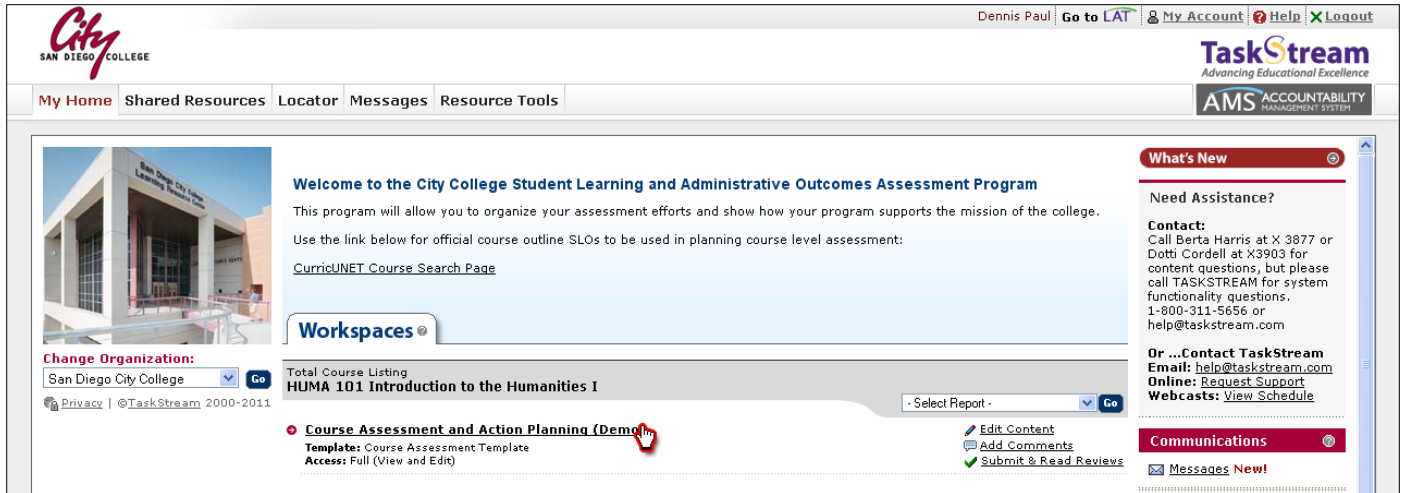
1. To get started, please be sure you have your username and password.
2. Please open your internet browser and go to [www.taskstream.com](http://www.taskstream.com)
3. Enter your username and password at this screen:

The image shows a 'Subscriber Login' form. It has a purple header with the text 'Subscriber Login'. Below the header, there are two input fields: 'Username:' and 'Password:'. The 'Password:' field has a 'forgot password' link with a question mark icon to its right. Below the password field is a 'Login' button. Two red mouse cursor icons are overlaid on the form, one pointing to the Username field and another pointing to the Password field.

4. Once you login, you will be asked to sign the TaskStream End User License Agreement.
5. After you accept the terms, you will be required to input a few pieces of information about yourself and your role at San Diego City College.

The image shows two forms. The first form is titled 'Account Information' and has a purple header. It contains several input fields: 'Title:', 'E-mail address:', 'Re-enter e-mail address:', 'Home phone:', and 'Work phone:'. A yellow 'Submit' button is located in the top right corner of this form. A red mouse cursor icon is pointing to the 'Title:' field. The second form is titled 'Personalize your password' and has a light purple header. It contains three input fields: 'New password:' (with a note '(At least 6 characters and one number)'), 'Re-enter new password:', and 'Password hint:'. A yellow 'Submit' button is located in the bottom right corner of this form.

6. Upon successful completion of this one time form, you will be taken to your homepage. The homepage will contain one or more workspaces, which will be affiliated with different participating areas (programs, departments, etc.). Each workspace is the vessel into which you may input your assessment data.



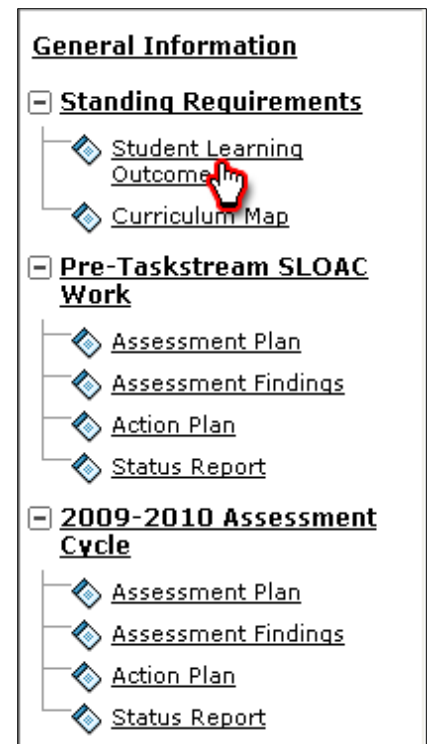
To begin, you may access the workspace by clicking on it.



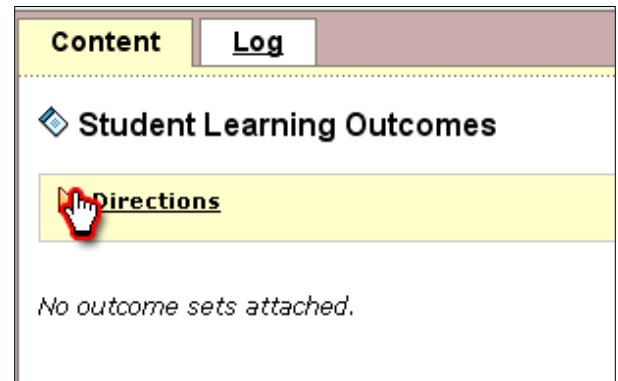
7. Once you click on the workspace title, you will see the structure. This structure has been designed by San Diego City College and contains several different requirements related to your assessment process.

The *Standing Requirement* category contains/will contain assessment data that will remain relatively steady over time, whereas the assessment cycles will be completed anew each year.

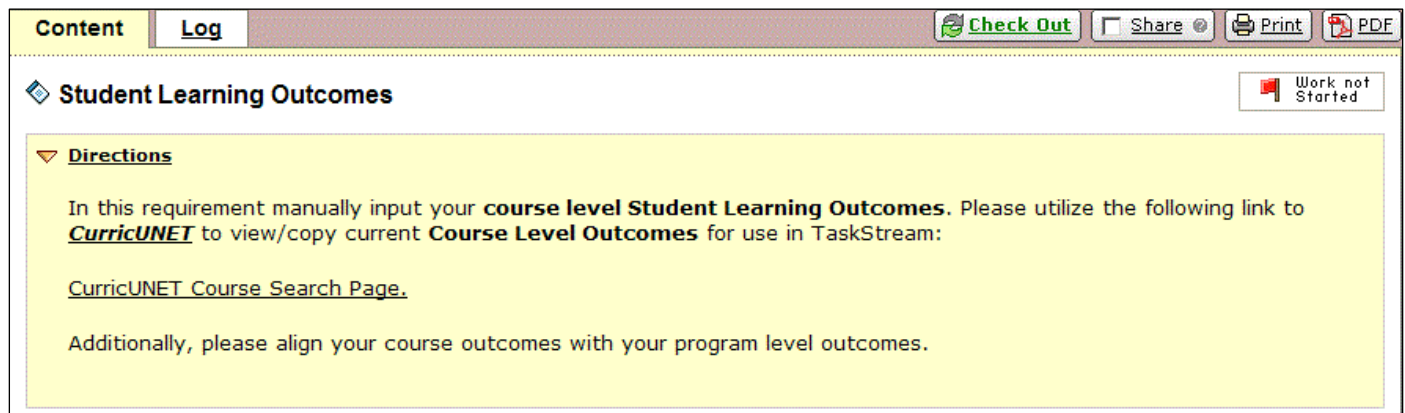
Once you have accessed the workspace structure, you will see the requirements that have been designed for you and into which you can place various pieces of data related to assessment. The *Student Learning Outcomes* requirement is the first in the structure. To begin working on it or any other requirement, please select it from the workspace structure.



When you do this, the requirement will open in the main screen. Please note that each requirement has its own custom set of directions. To view these directions click the *Directions* link and the directions will expand/collapse as appropriate.

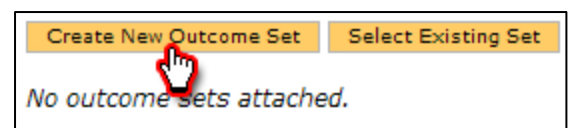


You will see a green *Check Out* button. Please note that all requirements in TaskStream's AMS system use a Check In / Check Out system. **NOTE:** To edit or add data to any requirement you will first need to "Check Out" the requirement. Additionally, to allow your peers access to the same



requirement, you must "Check In" the requirement when you are finished.

8. When you click the *Check Out* button, you will be presented with two buttons. Since this is the first set of outcomes being entered into the system, click the "Create New Outcome Set" button.

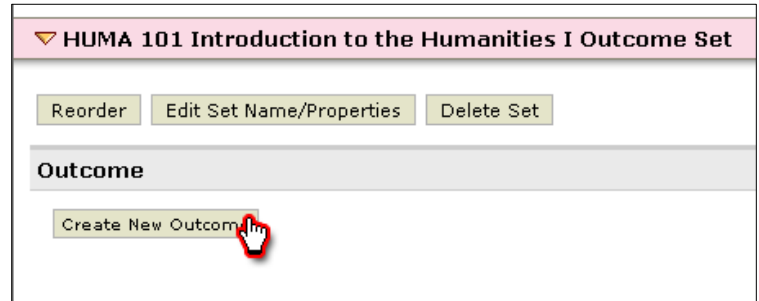


9. Customize the title or name of your outcome set and choose whether you want to allow other programs to map or align their outcomes to yours, and then click the continue button.

Create New Outcome Set	
Set Name:	<input type="text" value="HUMA 101 Introduction to the Humanities I Outcome Set"/>
Designate Alignment/Mapping Preference:	<input type="checkbox"/> Outcomes in <i>other</i> sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

**NOTE:** If you have the need for course > program, program > course, or program > program outcome alignment then you should select / enable the checkbox on this screen (an example is included, beginning on Page 7 of this guide).

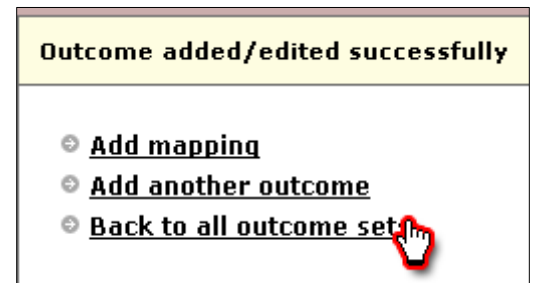
10. Click the “Create New Outcome” button to add an outcome.



11. When you reach the outcome input screen, add an outcome title or description and an outcome description. When you are satisfied with this outcome, you may click the continue button.

Create New Outcome	
<b>Outcome:</b> Max 60 characters	<input type="text" value="Outcome 1"/> <small>Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).</small>
<b>Description:</b> Max 1000 characters	<input type="text" value="Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context."/> <input type="button" value="Check Spelling"/> <input type="button" value="Character Count"/>
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

12. Once you click the *Back to all objectives/outcome sets* link, the resulting screen should look something like this:



Outcome	Mapping	
Outcome 1 Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.	No Mapping	<input type="button" value="[Map]"/> <input type="button" value="[Edit]"/> <input type="button" value="[Delete]"/>

You may repeat this process for all subsequent outcomes.

13. To map your outcome to one of the provided institutional data sets, click the map button adjacent to the outcome which you wish to map.

Outcome	Mapping	
Outcome 1	No Mapping	[Map] [Edit] [Delete]
Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.		

14. You can then click the *Create New Mapping* button.

**Create New Mapping**

15. From the drop-down menu, select the option: "Goal sets distributed to (*program name*)."

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

**Outcome 1** (part of Outcome)   
Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.

Select category of set to map to:

Select Set:

- Select Type of Set
- Goal sets distributed to HUMA 101 Introduction to the Humanities I
- Outcome Sets in HUMA 101 Introduction to the Humanities I
- Outcome Sets in other organizational areas

16. Select the set you wish to map your outcome to and click the continue button.

Select category of set to map to:

Select Set:

- City College Institutional Competencies [View Set]  
Owned by San Diego City College
- City College Institutional Priorities for 2009-2010 Master Plan [View Set]  
Owned by San Diego City College
- City College Mission [View Set]  
Owned by San Diego City College

17. Select the elements of the Goal set that map to your outcome and click the continue button.

**Outcome 1** (part of Outcome) 🔍  
Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.

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**City College Institutional Priorities for 2009-2010 Master Plan** Cancel **Continue**  
Owned by San Diego City College

**Institutional Priorities**

Priority
<input type="checkbox"/> <b>Collaborative &amp; Outreach Ventures</b> Develop collaborative and outreach ventures that enhance student learning within the college, district and community, public and private agencies, businesses, and industry--locally, nationally, and globally.
<input checked="" type="checkbox"/> <b>Student Success</b> Improve student learning, achievement of student learning outcomes, course completion, certificate and degree completion, transfer rates, and workforce competencies.
<input type="checkbox"/> <b>Fiscal Adequacy &amp; Efficiency</b> Budget, manage, and account for financial resources to maintain comprehensive, current, and effective programs and services.
<input checked="" type="checkbox"/> <b>Accountability</b> Ensure accountability through the integrated process of program review, assessment, master planning, resource allocation, accreditation, and on-going evaluation.
<input checked="" type="checkbox"/> <b>Equity, Inclusiveness, and Diversity</b> Strengthen and support an inclusive and diverse campus culture which enhances student, faculty, and staff success at City College and in a global community.
<input type="checkbox"/> <b>Environmental Stewardship</b> Strengthen a measurable environmental stewardship effort that implements sustainable practices and educates the campus community.
<input type="checkbox"/> <b>Innovative Approaches</b> Support state-of-the-art general education and career technical programs by utilizing current technologies, innovative teaching and learning approaches and delivery systems, and academic and student support services.
<input type="checkbox"/> <b>Long-Range Strategic Planning</b> Improve long-range strategies for entrepreneurial and cultural activities, training, and technological applications to ensure City College remains a vital community hub of student, faculty, and staff learning.

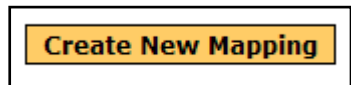
Cancel **Continue**

The completed screen should look something like this:

Outcome	Mapping
<b>Outcome 1</b> <span style="float: right;">🔍</span> Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.	<b>City College Institutional Priorities for 2009-2010 Master Plan:</b> <span style="float: right;">[Map] [Edit] [Delete]</span> Accountability, Equity, Inclusiveness, and Div..., Student Success


To add additional outcomes or perform additional mappings, repeat the steps above.




\* **For Course to Program Mapping**, select the *Map* link and click the *Create New Mapping* button.



- Select “*Outcome Sets in other organizational areas*” from the drop-down menu and then choose the specific organizational area. Next, click the Go button


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



**Outcome 1** (part of Outcome)   
Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.

<b>Select category of set to map to:</b>	Outcome Sets in other organizational areas 
<b>Select Set:</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Select Set from a Specific Organizational Area </p> <ul style="list-style-type: none"> <li>» San Diego Trolley</li> <li>» Sheet Metal</li> <li>» Solar Turbines</li> <li>» CONSTRUCTION TRADES</li> <li>» Electrical</li> <li>» Plumbing/Pipefitting</li> <li>» Sheet Metal</li> <li>» Arts, Humanities, Communications and Telecommunication</li> <li>» COMMUNICATIONS</li> <li>» Journalism</li> <li>» Multimedia</li> <li>» Radio and TV</li> <li>» Speech Communication</li> <li>» ENGLISH</li> <li style="background-color: #0070C0; color: white;">» English </li> <li>» English for Speakers of Other Languages</li> <li>» Humanities</li> <li>» Labor Studies</li> <li>» Philosophy</li> <li>» LANGUAGES</li> </ul> </div>

- Select the desired set and click the *Continue* button.

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

**Outcome 1** (part of Outcome)   
Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.

<b>Select category of set to map to:</b>	Outcome Sets in other organizational areas 
<b>Select Set:</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>» English </p> </div> <p><input type="button" value="Go"/></p> <ul style="list-style-type: none"> <li><input type="radio"/> <b>English 101</b> <span style="float: right;">[View Set]</span> Owned by English</li> <li><input checked="" type="radio"/> <b>English Program Level Outcomes</b> <span style="float: right;">[View Set]</span> Owned by English</li> </ul> <p><input type="button" value="Cancel"/> <input checked="" type="button" value="Continue"/></p>

-Choose the specific outcomes you would like to map to and click the *Continue* button.

**Directions:** Select the outcome within English Program Level Outcomes to which to map Outcome 1.

**Outcome 1** (part of Outcome)

Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.

**English Program Level Outcomes** Cancel **Continue**  
Owned by English

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**Outcome**

<b>Outcome</b>
<input checked="" type="checkbox"/> <b>English Program Level Outcome 1</b> Read and comprehend texts, recognize author strategies, purpose, perspective and argument, and use critical thinking to evaluate a variety of writing.
<input checked="" type="checkbox"/> <b>English Program Level Outcome 2</b> Organize ideas and information and express them clearly and effectively in writing for both academic and workplace contexts for different communicative purposes.
<input type="checkbox"/> <b>English Program Level Outcome 3</b> Apply appropriate research strategies and citation formats.
<input type="checkbox"/> <b>English Program Level Outcome 4</b> Describe, explain, and analyze multiple perspectives on issues in ways that demonstrate global awareness and appreciation of diversity in its many manifestations.
<input type="checkbox"/> <b>English Program Level Outcome 5</b> Apply strategies both inside and outside the classroom that reflect an understanding of the reading and writing processes in order to become life-long learners, critical thinkers, and active citizens.

Cancel **Continue**

The completed screen should look something like this:

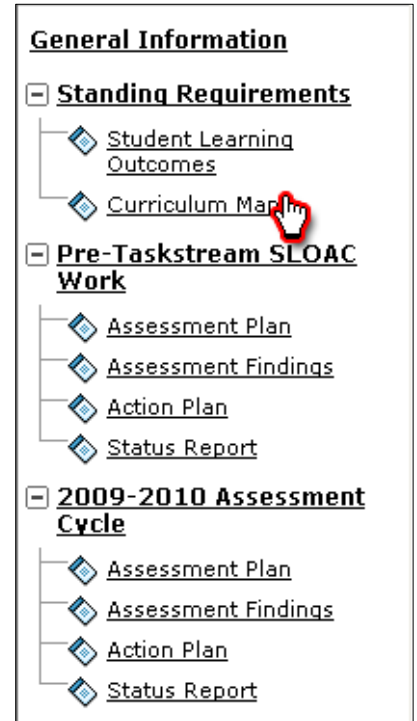
<b>Outcome</b>	<b>Mapping</b>
<p>Outcome 1 </p> <p>Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.</p>	<p><b>City College Institutional Priorities for 2009-2010 Master Plan:</b> <a href="#">[Map]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>                      Accountability, Equity, Inclusiveness, and Div..., Student Success,  <b>English Program Level Outcomes:</b> English Program Level Outcome ..., English Program Level Outcome ...</p>



Be sure to click the *Check In* button, to allow your peers the ability to modify the requirement.

18. When you are finished mapping outcomes, you may then proceed to the *Curriculum Map* requirement.

19. To build a curriculum map, select the *Curriculum Map* requirement from the workspace structure and click the “Check Out” button. Then click the “Create New Map” button to build a new curriculum map. Enter the title of your Curriculum Map and choose an alignment set. **NOTE:** the alignment set will be imported as the x-axis of the map.



**Create Curriculum Map** ⓘ

« **Back to Curriculum Maps Home**

<b>New Map Title:</b>	Curriculum Map 1 (Max 100 Chars)
<b>Description:</b>	Map to Humanities Courses....
<b>Select Alignment Set:</b>	View sets available within HUMA 101 Introduction to the Humanities I ▾ <b>Go</b>
	<b>Select</b> <b>HUMA 101 Introduction to the Humanities I Outcome Set</b>

20. Select either the “Mapping Actions” button and click “Create New Course/Activity”.....

Curriculum Map 1 Save Now

Courses and Activities Mapped to HUMA 101 Introduction to the Humanities I Outcome Set

**Mapping Actions...**

- Manage Alignment Set
- Create New Category
- Create New Course/Activity** ⓘ
- Copy from Another Map
- Print View 🖨
- Export to PDF 📄

Outcome
Outcome 1



es

Category. Use the "Insert Course" quick link ⓘ to start adding courses in this category.

.....or the shortcut gray triangle, to add a course or course activity.

**Curriculum Map 1**  
Courses and Activities Mapped to HUMA 101 Introduction to the Humanities I Outcome Set

**Mapping Actions...**

	Outcome
	Outcome 1
<b>↕ Courses and Learning Activities</b>	
 <b>No courses/activities in this category.</b> Use the "Insert Course" quick link  to start adding courses in this category.	

21. Input the Course/ Activity ID, title, and a description as appropriate. Then click the "Create" button.

**Create a New Course/Activity**

<b>Course/Activity ID:</b> <small>(Max 15 Chars)</small>	<input type="text" value="HUMA 101"/>
<b>Course/Activity Title:</b> <small>(Max 100 Chars)</small>	<input type="text" value="Introduction to the Humanities"/>
<b>Description:</b> <small>Optional</small>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <small>(Max 500 Chars)</small> <span style="float: right;"><small>Spell Check</small></span>
<b>Link:</b> <small>Optional</small>	<input type="text" value="http://"/> <small>(Max 100 Chars)</small>
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

22. An empty option box will appear at the intersection of each course/ course activity and the outcome set.

**Curriculum Map 1** Save Now

Courses and Activities Mapped to HUMA 101 Introduction to the Humanities I Outcome Set

Mapping Actions...

		Outcome
		Outcome 1
<b>Courses and Learning Activities</b>		
HUMA 101 Introduction to the Humanities		Click

Legend: I Introduced P Practiced M Mastery

Show Outcome Descriptions 
  Show Course/Activity Detail

To choose an intensity level that best describes the relationship, simply click the box, once, twice, or three times to achieve the desired intensity level. Click a fourth time to return to no relationship status.

		Outcome
		Outcome 1
<b>Courses and Learning Activities</b>		
HUMA 101 Introduction to the Humanities		P

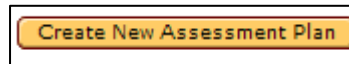
Repeat the steps above to add multiple courses and/or course activities. Be sure to click the *Check In* button, to allow your peers the ability to modify the requirement.

**General Information**

- **Standing Requirements**
  - Student Learning Outcomes
  - Curriculum Map
- **Pre-Taskstream SLOAC Work**
  - Assessment Plan
  - Assessment Findings
  - Action Plan
  - Status Report
- **2009-2010 Assessment Cycle**
  - Assessment Plan
  - Assessment Findings
  - Action Plan
  - Status Report

23. To build an assessment plan, select the Assessment Plan requirement in the first assessment cycle within the workspace (2009-2010 Assessment Cycle) and begin by checking out the requirement.

24. Select the “Create New Assessment Plan” button.



25. Then click “Select Outcomes.”

**Content** | **Log** | **Check In** | **Share** | **Print** | **PDF**

**Assessment Plan** | **Work not Started** | **Checked out: 03/04/2011 09:18:04 AM (PST)**  
**Checked out to: Dennis Paul**

**Directions**

- Check out the requirement Click: Create New Assessment Plan
- Click on the violet colored bar titled Outcomes and Measures
- Click the grey box titled Select Outcomes Click the right orange box titled Select Existing Set
- Choose the Outcome set that you previously entered into the SLO/AUO requirement
- Manually select the outcomes you wish to assess from that set, then click "Accept and Return to plan."
- For each you will be able to add assessment measures by clicking the "Add New Measure Button."

**Outcomes and Measures**

Select Outcomes

26. Click the “Select Existing Set” button, to select your outcome set from the Student Learning Outcome library.

**Select from outcome sets**

*No outcome sets attached.*

27. Select the outcome set you wish to assess that cycle and click the continue button.

**Select an Existing Set in HUMA 101 Introduction to the Humanities I :**

**HUMA 101 Introduction to the Humanities I Outcome Set**  
(Learning Objectives & Outcomes)

28. Select which particular outcomes you plan to assess this cycle. Then click the “Accept and Return to Plan” button.

Outcome	Mapping
<p><input type="checkbox"/> Include?  Outcome 1 </p> <p>Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.</p>	<p><b>City College Institutional Priorities for 2009-2010 Master Plan:</b> Accountability, Equity, Inclusiveness, and Div..., Student Success</p> <p style="text-align: right;"><a href="#">[Map]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a></p>
<input type="button" value="Accept and Return to Plan"/>	

29. For each outcome that was selected for inclusion, you will see an “Add New Measure” button. To add assessment measures to an outcome, click this button.

▼ **HUMA 101 Introduction to the Humanities I Outcome Set**

**Outcome**

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**Outcome 1** *No measures specified*

30. The input measure screen has been designed to collect pertinent data points related to your assessment initiatives. Enter text or copy/paste form another source to populate the fields. Then click “Apply Changes.”

Cancel		Import Measure
<b>* Measure Title:</b>	Exam 1 - HUMA 101	
<b>Measure Type/Method:</b>	Direct - Exam	
<b>What does this assessment measure entail?:</b>	This examination will test student's understanding of aesthetics in a global and historical context.	
<b>Criteria for Success:</b>	85% of students will achieve a grade of "B" or higher.	
<b>Timeline for Assessment:</b>	This assessment measure will be implemented annually.	
<b>Key/Responsible Personnel:</b>	Dr. Walters	
Check Spelling		Cancel
		Apply Changes

The resulting screen should like this:

▼ HUMA 101 Introduction to the Humanities I Outcome Set

Outcome

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Outcome 1

[Add New Measure](#)

▼ **Measure:** Exam 1 - HUMA 101  
Direct - Exam [Edit](#) [Remove](#)

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**What does this assessment measure entail?:** This examination will test student's understanding of aesthetics in a global and historical context.

**Criteria for Success:** 85% of students will achieve a grade of "B" or higher.

**Timeline for Assessment:** This assessment measure will be implemented annually.

**Key/Responsible Personnel:** Dr. Walters


**Supporting Attachments:** [Add/Edit Attachments and Links](#)

To add attachments as evidence to your assessment measure, or to link to other websites, click the add/edit attachments and links button to launch the content editor window.

Repeat the steps above to add multiple measures to the assessment plan. Be sure to click the *Check In* button, to allow your peers the ability to modify the requirement.

31. To add assessment findings to the system, select the Assessment Findings requirement from the workspace structure, and begin working by clicking the Check Out button.

**General Information**

- **Standing Requirements**
  - ◆ [Student Learning Outcomes](#)
  - ◆ [Curriculum Map](#)
- **Pre-Taskstream SLOAC Work**
  - ◆ [Assessment Plan](#)
  - ◆ [Assessment Findings](#)
  - ◆ [Action Plan](#)
  - ◆ [Status Report](#)
- **2009-2010 Assessment Cycle**
  - ◆ [Assessment Plan](#)
  - ◆ [Assessment Findings](#) 
  - ◆ [Action Plan](#)
  - ◆ [Status Report](#)

Each measure has been given a findings section. To add findings, select the “Add Findings” button.

▼ HUMA 101 Introduction to the Humanities I Outcome Set

**Outcome**

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**Outcome 1**

▼ **Measure:** Exam 1 - HUMA 101  
Direct - Exam

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**What does this assessment measure entail?:** This examination will test student's understanding of aesthetics in a global and historical context.

**Criteria for Success:** 85% of students will achieve a grade of "B" or higher.

**Timeline for Assessment:** This assessment measure will be implemented annually.

**Key/Responsible Personnel:** Dr. Walters

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**Findings** for Exam 1 - HUMA 101 Add Findings 

*No Findings Added*

32. On the Assessment Findings input screen, enter your summative data and click the “Submit” button.

<b>* Summary of Findings:</b>	90% of students scored a grade of "B" or higher.
<b>Reflections/Notes:</b>	The students seem to have excelled at the material. My suggestion is that we add more advanced questions to the exam for next semester.
<b>Achievement of Success:</b>	85% of students will achieve a grade of "B" or higher. <input type="radio"/> Not Met <input type="radio"/> Met <input checked="" type="radio"/> Exceeded
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> <input type="button" value="Submit"/>	

33. As with the assessment plan section, you can add / edit any attachments or documentation of evidence in the assessment findings section.

▼ HUMA 101 Introduction to the Humanities | Outcome Set

**Outcome**

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**Outcome 1**

▼ **Measure:** Exam 1 - HUMA 101  
Direct - Exam

**What does this assessment measure entail?:** This examination will test student's understanding of aesthetics in a global and historical context.  
**Criteria for Success:** 85% of students will achieve a grade of "B" or higher.  
**Timeline for Assessment:** This assessment measure will be implemented annually.  
**Key/Responsible Personnel:** Dr. Walters

**Findings for Exam 1 - HUMA 101**

**Summary of Findings:** 90% of students scored a grade of "B" or higher.  
**Results:** Achievement of Success: Exceeded  
**Reflections/Notes:** The students seem to have excelled at the material. My suggestion is that we add more advanced questions to the exam for next semester.  
**Substantiating Evidence:**

**General Information**

- [-] **Standing Requirements**
  - [Student Learning Outcomes](#)
  - [Curriculum Map](#)
- [-] **Pre-Taskstream SLOAC Work**
  - [Assessment Plan](#)
  - [Assessment Findings](#)
  - [Action Plan](#)
  - [Status Report](#)
- [-] **2009-2010 Assessment Cycle**
  - [Assessment Plan](#)
  - [Assessment Findings](#)
  - [Action Plan](#)
  - [Status Report](#)

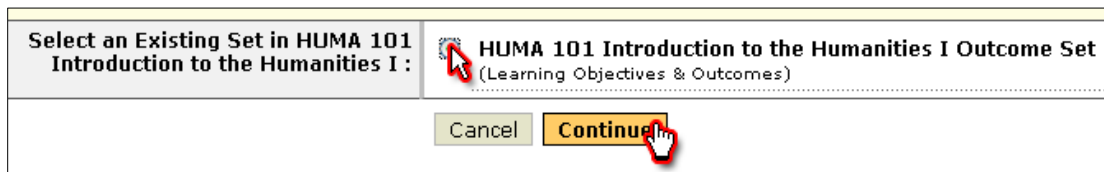
Repeat the steps above to add additional sets of assessment findings. Be sure to click the *Check In* button, to allow your peers the ability to modify the requirement.

34. To create an action plan, select the Action Plan requirement from the workspace structure and begin by checking out the requirement.

Then, click the “Create New Action Plan” button.



35. Choose the “Select Outcomes” button and then click the “Select Existing Set” button. Choose the outcome set that contains the outcomes you plan to take action on that cycle and click the “Continue” button.



36. Select the outcomes you wish to take action on and click the “Accept and Return to Plan” button.

Outcome	Mapping
<input type="checkbox"/> Include? <b>Outcome 1</b> Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.	<b>City College Institutional Priorities for 2009-2010 Master Plan:</b> Accountability, Equity, Inclusiveness, and Div..., Student Success <span style="float: right;">[Map] [Edit] [Remove]</span>

**Accept and Return to Plan**

37. For each outcome there will be an “Add New Action” button. Select this button to enter the Action input screen.

▼ HUMA 101 Introduction to the Humanities I Outcome Set

**Outcome**

---

**Outcome 1** *No actions specified*

**Add New Action**

38. Select the Findings to include in the Action Plan and click “Continue.”

All Findings for Outcome: Outcome 1  Show Full Findings Details

2009-2010 Assessment Cycle: Assessment Plan & Assessment Findings

Findings for Measure: Exam 1 - HUMA 101

**Summary of Findings:** 90% of students scored a grade of "B" of higher.

Cancel **Continue**

Add an action and complete the input fields related to that action. Then click the “Apply Changes” button.

<b>* Action Item Title:</b>	Develop more advanced questions for Exam 1
<b>Action details:</b>	Meet with faculty members to brainstorm more advanced questions for the first examination of the semester.
<b>Implementation Plan (timeline):</b>	To be completed and implemented by Fall 2011.
<b>Responsible Person:</b>	Humanities Department Chair
<b>Measures:</b>	To ensure that students are challenged adequately.
<b>Priority level:</b>	Medium
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> <input type="button" value="Import Action"/> <input type="button" value="Apply Changes"/>	

Your finished Action may look something like this:

▼ HUMA 101 Introduction to the Humanities I Outcome Set

**Outcome**

Outcome 1

▼ **Action:** Develop more advanced questions for Exam 1

▶ This Action is associated with the following Findings ⓘ

**Action details:** Meet with faculty members to brainstorm more advanced questions for

**Implementation Plan (timeline):** To be completed and implemented by Fall 2011.

**Responsible Person:** Humanities Department Chair

**Measures:** To ensure that students are challenged adequately.

**Priority:** Medium

**Supporting Attachments:**

**General Information**

- [-] **Standing Requirements**
  - [Student Learning Outcomes](#)
  - [Curriculum Map](#)
- [-] **Pre-Taskstream SLOAC Work**
  - [Assessment Plan](#)
  - [Assessment Findings](#)
  - [Action Plan](#)
  - [Status Report](#)
- [-] **2009-2010 Assessment Cycle**
  - [Assessment Plan](#)
  - [Assessment Findings](#)
  - [Action Plan](#)
  - [Status Report](#)

39. When you are finished adding actions to your Action Plan, you can access the *Status Report* requirement and document the status of each action entered in the previous step.

Begin by checking out the requirement and selecting the “Add Status” button.

▼ HUMA 101 Introduction to the Humanities I Outcome Set

**Outcome**

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**Outcome 1**




- ▼ **Action:** Develop more advanced questions for Exam 1
- Action details:** Meet with faculty members to brainstorm more advanced questions for the first examination of the semester.
- Implementation Plan (timeline):** To be completed and implemented by Fall 2011.
- Responsible Person:** Humanities Department Chair
- Measures:** To ensure that students are challenged adequately.
- Priority:** Medium

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**Status** for Develop more advanced questions for Exam 1 Add Status

No Status Added

39. At the status input screen, summarize the current status of the action and then click the “Submit” button.

<b>* Current Status:</b>	In Progress 
<b>Budget Status:</b>	Approved 
<b>Budget Item Included in Master Plan:</b>	Yes, the budget item is included in this year's master plan.
<b>Next Steps:</b>	Continue to refine the first Humanities examination.
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> <input type="button" value="Submit"/> 	

The resulting screen will look similar to this:

▼ HUMA 101 Introduction to the Humanities | Outcome Set

**Outcome**

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**Outcome 1**

- ▼ **Action:** Develop more advanced questions for Exam 1
- Action details:** Meet with faculty members to brainstorm more advanced questions for the first examination of the semester.
- Implementation Plan (timeline):** To be completed and implemented by Fall 2011.
- Responsible Person:** Humanities Department Chair
- Measures:** To ensure that students are challenged adequately.
- Priority:** Medium


**Status** for Develop more advanced questions for Exam 1

**Current Status:** In Progress

**Budget Status:** Approved

**Budget Item Included in Master Plan:** Yes, the budget item is included in this year's master plan.

**Next Steps:** Continue to refine the first Humanities examination.

**Substantiating Evidence:**  

You may upload any attachments or web links at this point as well.

Repeat the steps above to add additional status reports. Be sure to click the *Check In* button, to allow your peers the ability to modify the requirement.