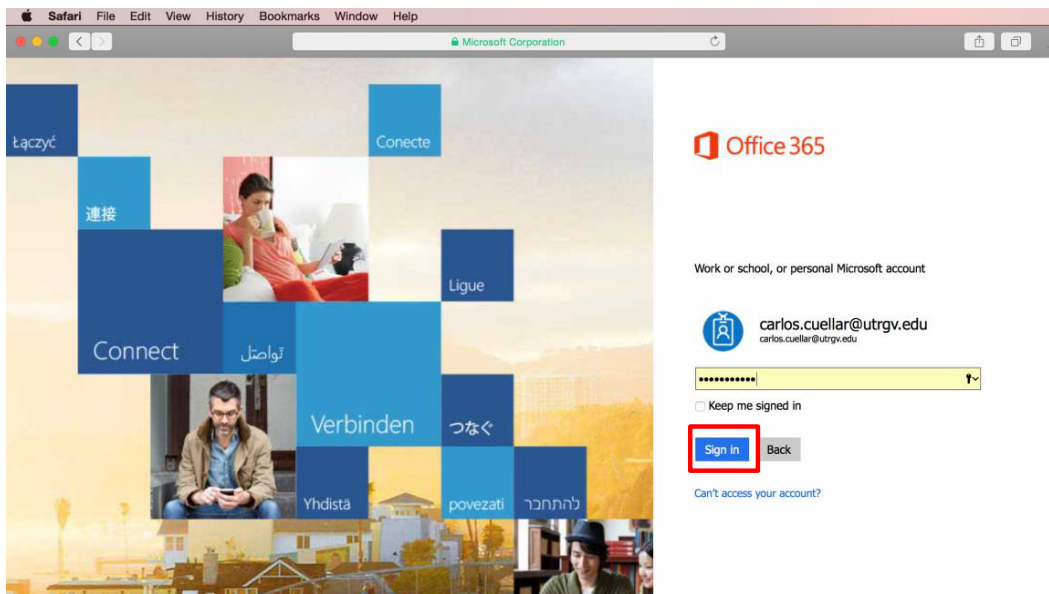
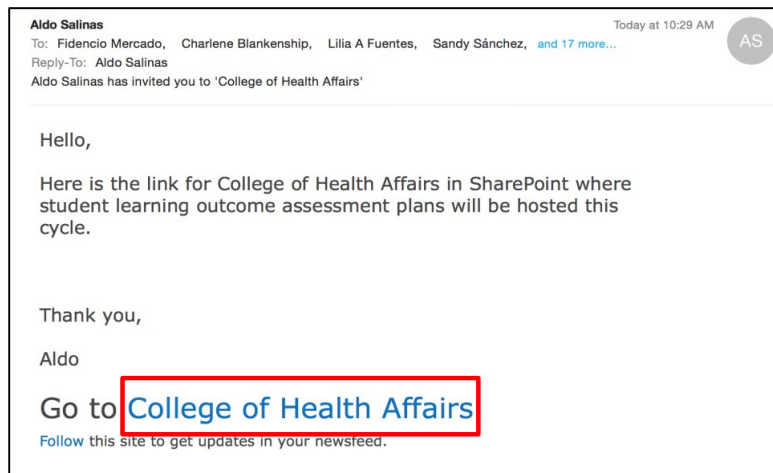


## Instructions for Reporting Program Student Learning Outcomes Assessment Plans

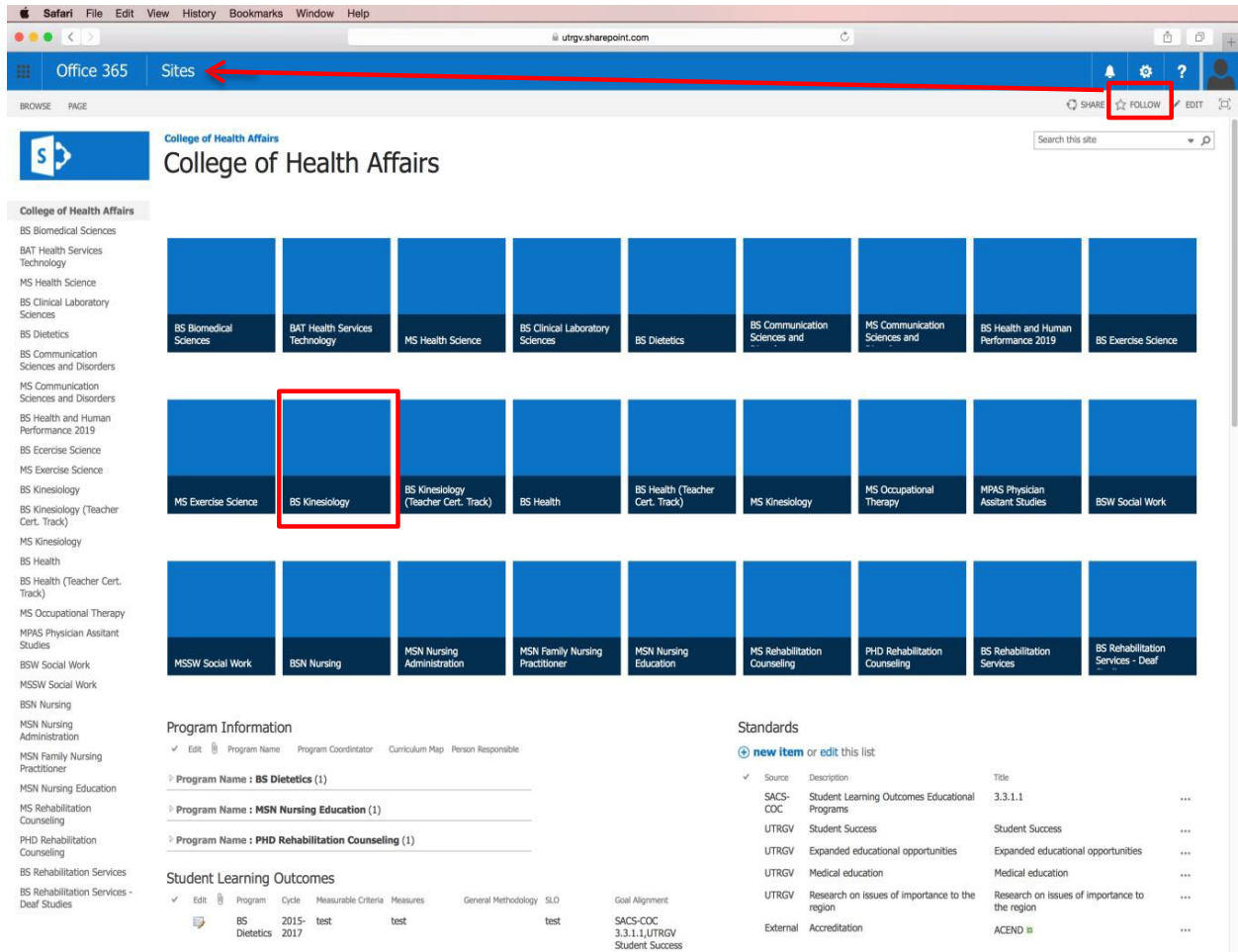
### Student Learning Outcomes

Please refer to this guide for detailed instructions on how to submit your program student learning outcome (SLO) assessment plan at UTRGV. The Office of Accreditation and Assessment (OAA) will provide access to all persons responsible for submitting assessment plans on SharePoint. If you need assistance please contact us at [assessment@utrgv.edu](mailto:assessment@utrgv.edu).

**Step 1)** To access the SharePoint reporting system, click on the email link provided by the Office of Accreditation and Assessment (OAA). Log in using your UTRGV credentials.

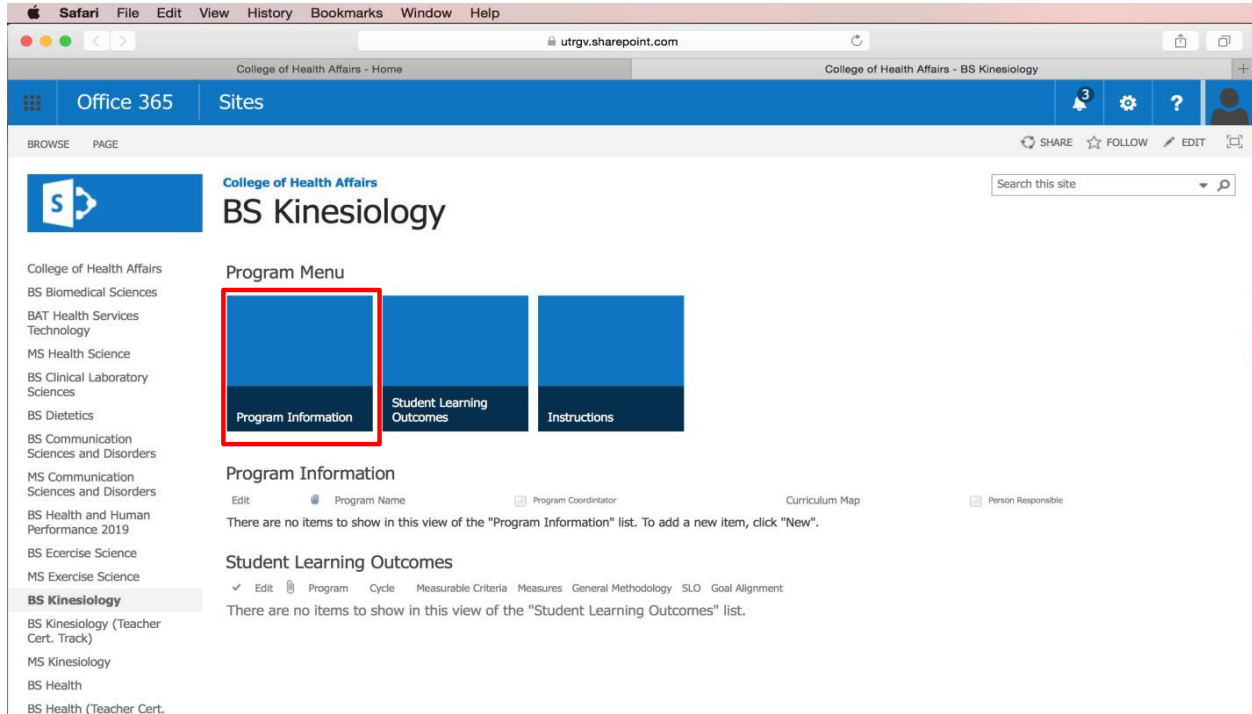


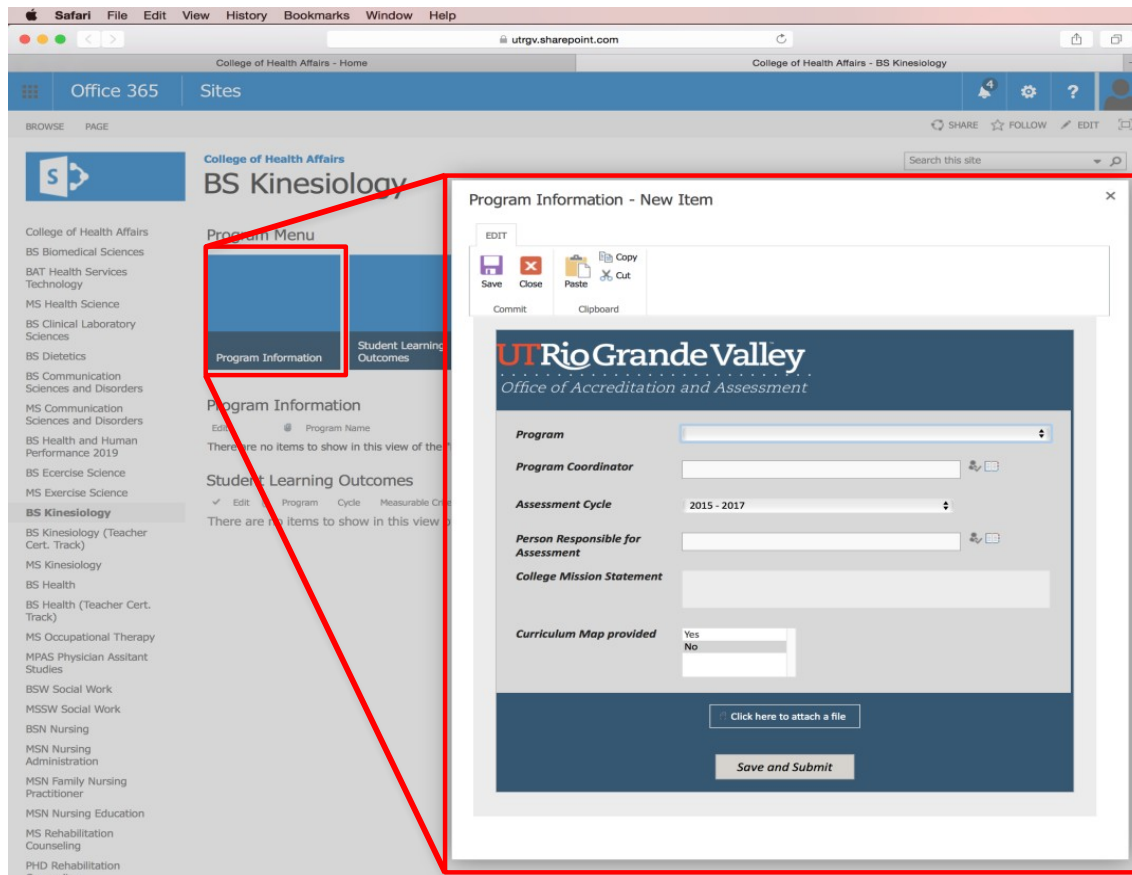
**Step 2)** Find your **program** on the home page and click the appropriate button to begin the process for submitting your assessment plan. **Note:** click the “follow” button on the top right corner of your screen to make this site readily accessible in the “Sites” menu of the SharePoint system. Alternatively, you can drag and drop the url directly onto the favorites or bookmarks bar in your browser.



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**Step 3)** Click on the “**Program Information**” button & enter the requested information about your program in the spaces provided.





- **Program** – Click on the drop down arrow and select your academic program.
- **Program Coordinator**– Use the “Book” icon to find & select your program coordinator.
- **Assessment Cycle** – Click the drop down arrow to select the academic year in which the assessment will take place.
- **Person Responsible for Assessment** – Use the “Book” icon to find & select the person accountable for the assessment plan.
- **College Mission Statement** –Write the mission statement of your College. You may cut & paste from a word document
- **Curriculum Map Provided** – Please indicate whether or not a curriculum map will be provided.
- If you would like to provide additional documentation for your records, you may attach relevant files through the “Click here to attach a file” button. Note: We recommend that you attach a MS Word or PDF file that contains your program information.
- Click **Save and submit**.

Program Information - New Item

EDIT

Save Close Paste Copy Cut

Commit Clipboard

**UT Rio Grande Valley**  
Office of Accreditation and Assessment

**Program**

**Program Coordinator**

**Assessment Cycle** 2015 - 2017

**Person Responsible for Assessment**

**College Mission Statement**

**Curriculum Map provided** Yes No

[Click here to attach a file](#)

**Save and Submit**

**Step 4)** For each SLO, click on the **“Student Learning Outcomes”** button and enter the required information in the spaces provided.

Safari File Edit View History Bookmarks Window Help

College of Health Affairs - Home College of Health Affairs - BS Kinesiology

Office 365 Sites

College of Health Affairs

**BS Kinesiology**

College of Health Affairs  
BS Biomedical Sciences  
BAT Health Services Technology  
MS Health Science  
BS Clinical Laboratory Sciences  
BS Dietetics  
BS Communication Sciences and Disorders  
MS Communication Sciences and Disorders  
BS Health and Human Performance 2019  
BS Exercise Science  
MS Exercise Science  
**BS Kinesiology**  
BS Kinesiology (Teacher Cert. Track)  
MS Kinesiology  
BS Health  
BS Health (Teacher Cert. Track)  
MS Occupational Therapy

**Program Menu**

Program Information Student Learning Outcomes Instructions

**Program Information**

Edit Program Name Program Coordinator Curriculum Map Person Responsible

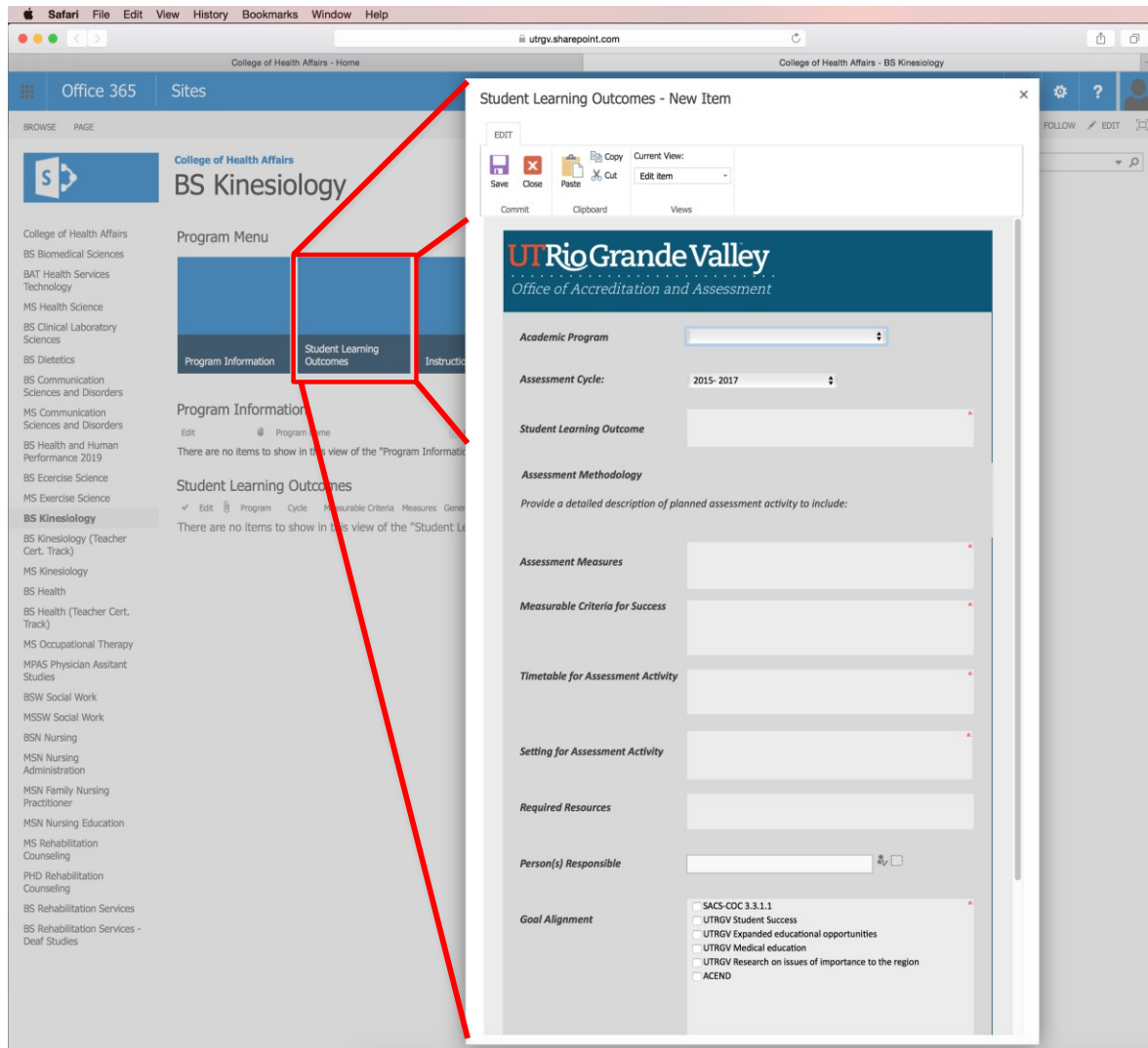
There are no items to show in this view of the "Program Information" list. To add a new item, click "New".

**Student Learning Outcomes**

Edit Program Cycle Measurable Criteria Measures General Methodology SLO Goal Alignment

There are no items to show in this view of the "Student Learning Outcomes" list.

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- **Academic Program** – Click on the drop down arrow and select your academic program.
- **Assessment Cycle** – Click the drop down arrow to select the academic year in which the assessment will take place.
- **Student Learning Outcome** – Please indicate what students in your program will know, be able to do/demonstrate once they have graduated.
- **Assessment Measure** – Specify through what means you will assess whether the student has met the intended SLO; examination scores, portfolio review, presentation evaluation?
- **Measurable Criteria for Success** – What will indicate an acceptable level of collective student performance for the SLO?

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- **Timetable for Assessment Activity** – When do you plan to carry out the assessment activity that will reveal the acquisition of the desired SLO? On given courses, during the beginning and end of the program?
- **Setting for Assessment Activity** – What courses or sections will the specified assessment activities take place?
- **Required Resources** – Will you need any resources to carry out the assessment activity? (People, tools, trainings, time to organize for assessment)
- **Person(s) Responsible** – Who will be in charge of carrying out the assessment activities, analyzing collected data & reporting on the findings?
- **Goal Alignment** – Specify if the desired SLO is aligned to any institutional goal or accreditation standard.
- You are able to attach any relevant files through the **“Click here to attach a file”** button if you would like to provide additional documentation for your records. **Note:** We recommend that you attach a MS Word or PDF file that contains all of your program SLOs.
- Click **Save and submit**.

**Step 5)** To submit information for additional program SLOs, repeat **Step 4** as needed.

The screenshot shows a web form for submitting program SLOs. The header features the UTRio Grande Valley logo and the text "Office of Accreditation and Assessment". The form is divided into several sections, each with a label and a corresponding input field or list:

- Academic Program:** A dropdown menu.
- Assessment Cycle:** A dropdown menu showing "2015- 2017".
- Student Learning Outcome:** A large text input field.
- Assessment Methodology:** A section with the instruction "Provide a detailed description of planned assessment activity to include:" followed by a large text input field.
- Assessment Measures:** A large text input field.
- Measurable Criteria for Success:** A large text input field.
- Timetable for Assessment Activity:** A large text input field.
- Setting for Assessment Activity:** A large text input field.
- Required Resources:** A large text input field.
- Person(s) Responsible:** A text input field with a user selection icon and a red asterisk.
- Goal Alignment:** A list of checkboxes with the following options:
  - SACS-COC 3.3.1.1
  - UTRGV Student Success
  - UTRGV Expanded educational opportunities
  - UTRGV Medical education
  - UTRGV Research on issues of importance to the region

At the bottom of the form, there is a button labeled "Click here to attach a file" and a "Save and Submit" button.

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