

Next Steps Checklist

Purpose:

- To provide guidance to faculty following the *First Steps: Articulating Learning Goals for a Course* workshop, as they refine their course outcomes and develop learning outcomes for students by major

| Course Outcomes | |
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| Steps to refine your course outcomes that you drafted in the <i>First Steps</i> workshop | |
| | <ul style="list-style-type: none">• Review the phrasing of your outcomes; outcomes should be prefaced by action words. Separate outcomes from objectives as needed. |
| | <ul style="list-style-type: none">• Review outcomes against your course assignments.<ul style="list-style-type: none">○ Do all course outcomes align with at least one assignment? If not, consider:<ul style="list-style-type: none">▪ Remove the outcome, or▪ Create an assignment that supports this outcome○ Do all assignments align with at least one course outcome? If not, consider:<ul style="list-style-type: none">▪ Is this a cognitive assignment (exam or quiz), meant to demonstrate student understanding rather than behavioral skills?<ul style="list-style-type: none">• If so, then the assignment relates to an objective versus an outcome.• If not, consider:<ul style="list-style-type: none">○ Add an outcome that reflects the skills demonstrated by the assignment, or○ Remove the assignment |
| | <ul style="list-style-type: none">• Add your course outcomes to your syllabus. |
| | <ul style="list-style-type: none">• As the next offering of your course is underway:<ul style="list-style-type: none">○ As students submit assignments, assess to determine if the student work illustrates the realization of course outcomes.○ Gather input from students about the learning outcomes.• Refine outcomes as needed before the next course offering. |

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| Outcomes for the Major | |
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| Steps to draft outcomes for the major, based on the course outcomes for the major's core courses | |
| | <ul style="list-style-type: none">• Work with faculty teaching core courses for the major to develop course-level outcomes for all core courses. Use the workshop materials to assist faculty within your department. |
| | <ul style="list-style-type: none">• Review the course-level outcome statements for synergies.• Summarize key themes, crafting 3-6 draft learning outcomes at the major-level. |
| | <ul style="list-style-type: none">• Review the University Learning Goals. Do the core courses of the major fulfill these goals?<ul style="list-style-type: none">○ Refine the major-level outcomes and the core course-level outcomes as needed. |
| | <ul style="list-style-type: none">• Review any relevant professional association guidelines.<ul style="list-style-type: none">○ Refine the major-level outcomes as needed. |
| | <ul style="list-style-type: none">• Review the major sheet and the objectives for the undergraduate major in the Bulletin. Are they consistent, clear, and achievable? Do they capture the major-level outcomes?<ul style="list-style-type: none">○ Refine the major-level outcomes and/or the objectives for the major as needed. |
| | <ul style="list-style-type: none">• Use the major-to-course outcomes table below to validate that major-level outcomes align with the core course-level outcomes.<ul style="list-style-type: none">○ Place an "X" in a row/column to indicate that the corresponding core course's outcomes contribute to the major-level outcome.○ Each major-level outcomes should align with at least one core course; each core course should align with at least one major-level outcome. |

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Major-to-Course Outcomes Table

| Core Courses of the Major → ↓ Major-Level Outcomes | Core 1 | Core 2 | Core 3 | Core 4 | Core 5 | Core 6 |
|---|--------|--------|--------|--------|--------|--------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |