

How to add an outcome

By Academic Programs and Services

Slide 2

The screenshot shows the TK20 system interface. On the left is a red navigation menu with the following items: HOME, ADMINISTRATION, COURSE REGISTRATION, DOCUMENT ROOM, REPORTS, ACCREDITATION MANAGEMENT, ADVISEMENT, COURSES, COURSE EVALUATIONS, FACULTY QUALIFICATIONS, FIELD EXPERIENCE, **PLANNING** (highlighted), PORTFOLIOS, and SURVEYS. The main content area is titled 'Outcomes/Goals' and shows the breadcrumb path: University of Central Missouri > Provost > Academic Units > COE: Career and Technical Education (CTE) > COE: Career and Technical Education Leadership - MS. Below the breadcrumb is a 'View By' dropdown set to 'Program SLO'. There are buttons for 'Add Program SLO', 'Add Label', 'Delete Selected', and 'Disable Selected'. A dropdown menu is open over the 'Edit/Create' button, listing options: Unit Dashboard, Unit Setup, Mission, Outcomes/Goals, Browse, Edit/Create (highlighted), Outcome Mapping, Courses, Search, Assessment Planning, Feedback, Curriculum Maps, and Juried Assessments. Below the menu is a table of Program SLOs.

	Type	Category
<input type="checkbox"/> 1. Identify, develop, practice, and reflect upon leadership, technical, and	Program SLO	
<input type="checkbox"/> 2. Identify, discuss, critique, and debate historical and current issues, tre	Program SLO	
<input type="checkbox"/> 3. Evaluate existing and develop new curriculum components consistent	Program SLO	um design practices and theory.
<input type="checkbox"/> 4. Critique existing and develop new student formative and summative a	Program SLO	of student learning.
<input type="checkbox"/> 5. Collaborate with others in identifying, discussing, and addressing topics, problems, and issues in CTE.	Program SLO	
<input type="checkbox"/> 6. Investigate, develop, and reflect upon one's personal philosophy in CTE.	Program SLO	
<input type="checkbox"/> 7. Create scholarly writings consistent with university, state, and federal requirements/guidelines.	Program SLO	
<input type="checkbox"/> 8. Identify, locate, critique, interpret, and consume scientific research consistent with university, state, and federal requirements.	Program SLO	

1. Open TK20
2. Go to Planning tab on left side menu
3. Select Assessment Planning in the horizontal menu on the top
4. Select “Outcomes/Goals”
5. Click on “Edit/Create”.

Slide 3

Outcomes/Goals

Organization: COE: Career and Technical Education Leadership - MS
University of Central Missouri > Provost > Academic Units > COE: Education > COE: Career and Technology Education

Select the organization you wish to map to your outcome

View By: Program SLO

Select Program SLO here

Add Program SLO Add Label Delete Selected Disable Selected View Disabled Program SLO

Program SLO	Type	Category
<input checked="" type="checkbox"/> 1. Identify, develop, practice, and reflect upon leadership, technical, and professional skills in the CTE.	Program SLO	
<input type="checkbox"/> 2. Identify, discuss, critique, and debate his...	Program SLO	
<input type="checkbox"/> 3. Evaluate existing and develop new curri... and theory.	Program SLO	
<input type="checkbox"/> 4. Critique existing and develop new student formative and summative assessments within multiple domains of student learning.	Program SLO	
<input type="checkbox"/> 5. Collaborate with others in identifying, discussing, and addressing topics, problems, and issues in CTE.	Program SLO	
<input type="checkbox"/> 6. Investigate, develop, and reflect upon one's personal philosophy in CTE.	Program SLO	
<input type="checkbox"/> 7. Create scholarly writings consistent with university, state, and federal requirements/guidelines.	Program SLO	
<input type="checkbox"/> 8. Identify, locate, critique, interpret, and consume scientific research consistent with university, state, and federal requirements.	Program SLO	

Click on "Add Program SLO"

Slide 4

Add New Program SLO

Organization: COE: Career and Technical Education Leadership - MS

Enter outcome title here

Program SLO Definition

Program SLO*

test

Description

test

Enter outcome description here

Type

Program SLO

Results

- Results are derived from its own measures.
- Results are derived from data collected for other outcomes/objectives/goals.

->If you select “Results are derived from its own measures, click on “Advanced” link.

->Enter Start Date which is the day you begin to start your assessment period

->Click “save” to save the outcome

[Advanced >](#)

Label

None

Category

Start Date*

07/07/2017

Sort Order

15

Is this a Student Learning Program SLO?

Yes No

Save

Save and Add Another

[Cancel](#)

Slide 5

Type

Type

Results

- Results are derived from its own measures.
- Results are derived from data collected for other outcomes/objectives/goals.

- I will map this Program SLO later
- I will map this Program SLO now

[Advanced >](#)

Label

Category

Start Date*

Sort Order

Is this a Student Learning Program SLO? Yes No

If you select “Results are derived from data collected for other outcomes”,
->Select “I will map this program SLO now” option
->Enter “Start Date” from Advanced tab
->Click on “add new” button in “Mapped Outcomes” section

Mapped Outcomes/Objectives/Goals

The outcomes/objectives/goals below are associated with this program slo.

There are no outcomes/objectives/goals.

[Cancel](#)

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Organization: CAHSS: Art Education - BSE

University of Central Missouri > Provost > Academic Units > CAHSS: Arts, Humanities & Social Sciences > CAHSS: Art and Design > CAHSS: Art Education - BSE

View By: Program SLO

Program SLO		
<input type="checkbox"/>	1. Art and Design Production: Produce innovative and skillful work both product and process and exhibits a consideration of theories.	
<input type="checkbox"/>	2. Interpretation and Evaluation: Communicate and support informed and artistically sensitive interpretations and evaluations about their own work as well as visual forms made by others by using perceptual, contextual, critical, and aesthetic concepts that underlie the disciplines of art and design.	Program SLO
<input type="checkbox"/>	3. Art & Design History: Identify, describe and explain global, contemporary, and historical art/design works and exhibit a consideration of their relationship to context and theory.	Program SLO
<input type="checkbox"/>	4. Culture and Diversity: Help facilitate a visually rich and culturally sensitive society by describing, explaining and applying the unique and important individual and collaborative artistic contributions made by women and men from diverse racial, geographical and cultural groups.	Program SLO
<input type="checkbox"/>	5. Technology: Use technology as a resource in creative and critical processes to produce art, as well as to gather and share information about art and design history, aesthetics and art criticism.	Program SLO
<input type="checkbox"/>	6. Professional Practice: Exhibit evidence of an understanding of the professional practices and ethical standards for employment and long-term success in the graduate's degree program career field.	Program SLO
<input type="checkbox"/>	7. Safety and Environment: Demonstrate in their work an understanding of and a concern for safety, the principles of sustainability, and the environmental impact of the decisions they make as artists and/or designers.	Program SLO
<input type="checkbox"/>	8. Applied Art/Design History, Theory, Criticism: Employ knowledge of art theories, contexts, and art/design works to serve as precedents to inform the production of art and design.	Program SLO

Select the organization here

->Select "Program SLO" option
->Select the outcome you wish to map to your outcome

Add Outcomes/Objectives/Goals

Cancel

Click "Add Outcomes" to add the selected outcome

Slide 7

Mapped Outcomes/Objectives/Goals

The outcomes/objectives/goals below are associated with this program slo.

University of Central Missouri>Provost>Academic Units>CAHSS: Arts, Humanities & Social Sciences>CAHSS: Art and Design>CAHSS: Art Education - BSE

	Outcome/Objective/Goal	Type	Category
<input type="checkbox"/>	 1. Art and Design Production: Produce innovative and skillful work in visual art and design that demonstrates critical and creative thinking in both product and process and exhibits a consideration of theories, practices and emerging trends in art and design.	Program SLO	

[Cancel](#)



Click "Save" button to save the Outcome

How to edit an outcome

By Academic Programs and Services

Slide 9

The screenshot displays the TK20 system interface. On the left is a red navigation sidebar with the 'PLANNING' tab selected. The main content area shows the 'Outcomes/Goals' section for the 'COE: Career and Technical Education Leadership - MS' organization. A dropdown menu is open over the 'ASSESSMENT PLANNING' tab, with 'Edit/Create' highlighted. Below the menu, a table lists 'Program SLO' items with checkboxes and a table of 'Type' and 'Category' columns.

Organization: COE: Career and Technical Education Leadership - MS

University of Central Missouri > Provost > Academic Units > COE: Career and Technical Education Leadership - MS

View By: Program SLO

Buttons: Add Program SLO, Add Label, Delete Selected, Disable Selected, View

Program SLO

- 1. Identify, develop, practice, and reflect upon leadership, technical, and
- 2. Identify, discuss, critique, and debate historical and current issues, tre
- 3. Evaluate existing and develop new curriculum components consistent
- 4. Critique existing and develop new student formative and summative a
- 5. Collaborate with others in identifying, discussing, and addressing topics, problems, and issues in CTE.
- 6. Investigate, develop, and reflect upon one's personal philosophy in CTE.
- 7. Create scholarly writings consistent with university, state, and federal requirements/guidelines.
- 8. Identify, locate, critique, interpret, and consume scientific research consistent with university, state, and federal requirements.

Type	Category
Program SLO	
Program SLO	
Program SLO	um design practices and theory.
Program SLO	of student learning.
Program SLO	
Program SLO	
Program SLO	

ASSESSMENT PLANNING | PLANNING SETUP

- Unit Dashboard
- Unit Setup
- Mission
- Outcomes/Goals
- Browse
- Edit/Create**
- Outcome Mapping
- Courses
- Search
- Assessment Planning
- Feedback
- Curriculum Maps
- Juried Assessments

1. Open TK20
2. Go to Planning tab on left side menu
3. Select Assessment Planning in the horizontal menu on the top
4. Select “Outcomes/Goals”
5. Click on “Edit/Create”.

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Outcomes/Goals

Organization: COE: Career and Technical Education Leadership - MS

Select the organization

University of Central Missouri > Provost > Academic Units > COE: Education > COE: Career and Technology Education (CTE) > COE: Career and Technical Education Leadership - MS

Select "Program SLO" option here

View By: Program SLO

Add Program SLO Add Label Delete Selected Disable Selected [View Disabled Program SLO](#)

Program SLO	Type	Category
<input type="checkbox"/> 1. Identify, develop, practice, and reflect upon leadership, technical, and professional skills in the	Program SLO	
<input type="checkbox"/> 2. Identify, discuss, critique, and debate historical and current issues, trends, and topics in CTE.		
<input type="checkbox"/> 3. Evaluate existing and develop new curriculum components consistent with historical and emerging curriculum		
<input type="checkbox"/> 4. Critique existing and develop new student formative and summative assessments within multiple domains of student learning.	Program SLO	
<input type="checkbox"/> 5. Collaborate with others in identifying, discussing, and addressing topics, problems, and issues in CTE.	Program SLO	
<input type="checkbox"/> 6. Investigate, develop, and reflect upon one's personal philosophy in CTE.	Program SLO	
<input type="checkbox"/> 7. Create scholarly writings consistent with university, state, and federal requirements/guidelines.	Program SLO	
<input type="checkbox"/> 8. Identify, locate, critique, interpret, and consume scientific research consistent with university, state, and federal requirements.	Program SLO	

Click on the outcome you wish to edit

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Add New Program SLO

Organization: COE: Career and Technical Education Leadership - MS

Program SLO Definition

Program SLO*

Description

test

Type

Results Results are derived from its own measures.
 Results are derived from data collected for other outcomes/objectives/goals.

[Advanced >](#)

Label

Category

Start Date*

Sort Order

Is this a Student Learning Program SLO? Yes No

[Cancel](#)

← Edit outcome title here

Edit outcome description here

->If you selected “Results are derived from its own measures, click on “Advanced” link.
->Edit Start Date which is the day you begin to start your assessment period
->Click “save” to update the outcome

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Type

Results

- Results are derived from its own measures.
- Results are derived from data collected for other outcomes/objectives/goals.

- I will map this Program SLO later
- I will map this Program SLO now

[Advanced >](#)

Mapped Outcomes/Objectives/Goals

The outcomes/objectives/goals below are associated with this program slo.

University of Central Missouri>Provost>Academic Units>CAHSS: Arts, Humanities & Social Sciences>CAHSS and Design>CAHSS: Art Education - BSE

	Outcome/Objective/Goal	Type	Category
<input checked="" type="checkbox"/>	1. Art and Design Production: Produce innovative and skillful work in visual art and design that demonstrates critical and creative thinking in both product and process and exhibits a consideration of theories, practices and emerging trends in art and design.	Program SLO	

[Cancel](#)

If you selected “Results are derived from data collected for other outcomes”,
->Edit “Start Date” from Advanced tab
->Click on “add new” button in “Mapped Outcomes” section if you wish to add another outcome
-> Click on “delete” button if you wish to delete the existing outcome

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Organization: CAHSS: Art Education - BSE

University of Central Missouri > Provost > Academic Units > CAHSS: Arts, Humanities & Social Sciences > CAHSS: Art and Design > CAHSS: Art Education - BSE

View By: Program SLO

Program SLO		
<input type="checkbox"/>	1. Art and Design Production: Produce innovative and skillful work both product and process and exhibits a consideration of theories.	
<input type="checkbox"/>	2. Interpretation and Evaluation: Communicate and support informed and artistically sensitive interpretations and evaluations about their own work as well as visual forms made by others by using perceptual, contextual, critical, and aesthetic concepts that underlie the disciplines of art and design.	Program SLO
<input type="checkbox"/>	3. Art & Design History: Identify, describe and explain global, contemporary, and historical art/design works and exhibit a consideration of their relationship to context and theory.	Program SLO
<input type="checkbox"/>	4. Culture and Diversity: Help facilitate a visually rich and culturally sensitive society by describing, explaining and applying the unique and important individual and collaborative artistic contributions made by women and men from diverse racial, geographical and cultural groups.	Program SLO
<input type="checkbox"/>	5. Technology: Use technology as a resource in creative and critical processes to produce art, as well as to gather and share information about art and design history, aesthetics and art criticism.	Program SLO
<input type="checkbox"/>	6. Professional Practice: Exhibit evidence of an understanding of the professional practices and ethical standards for employment and long-term success in the graduate's degree program career field.	Program SLO
<input type="checkbox"/>	7. Safety and Environment: Demonstrate in their work an understanding of and a concern for safety, the principles of sustainability, and the environmental impact of the decisions they make as artists and/or designers.	Program SLO
<input type="checkbox"/>	8. Applied Art/Design History, Theory, Criticism: Employ knowledge of art theories, contexts, and art/design works to serve as precedents to inform the production of art and design.	Program SLO

Select the organization here

->Select "Program SLO" option
->Select the outcome you wish to map to your outcome

Add Outcomes/Objectives/Goals

Cancel

Click "Add Outcomes" to add the selected outcome

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Mapped Outcomes/Objectives/Goals

The outcomes/objectives/goals below are associated with this program slo.

 add new  delete

University of Central Missouri>Provost>Academic Units>CAHSS: Arts, Humanities & Social Sciences>CAHSS: Art and Design>CAHSS: Art Education - BSE

	Outcome/Objective/Goal	Type	Category
<input type="checkbox"/>	 1. Art and Design Production: Produce innovative and skillful work in visual art and design that demonstrates critical and creative thinking in both product and process and exhibits a consideration of theories, practices and emerging trends in art and design.	Program SLO	

[Cancel](#)



Click "Save" button to update the Outcome

How to enter data in TK 20

By Academic Programs and Services

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Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

STEP 1: Log In to Tk20

- Log in to your UCM My Central portal
- Go to the “Employee” Tab and click on the “Tk20” link at the lower right portion of the screen

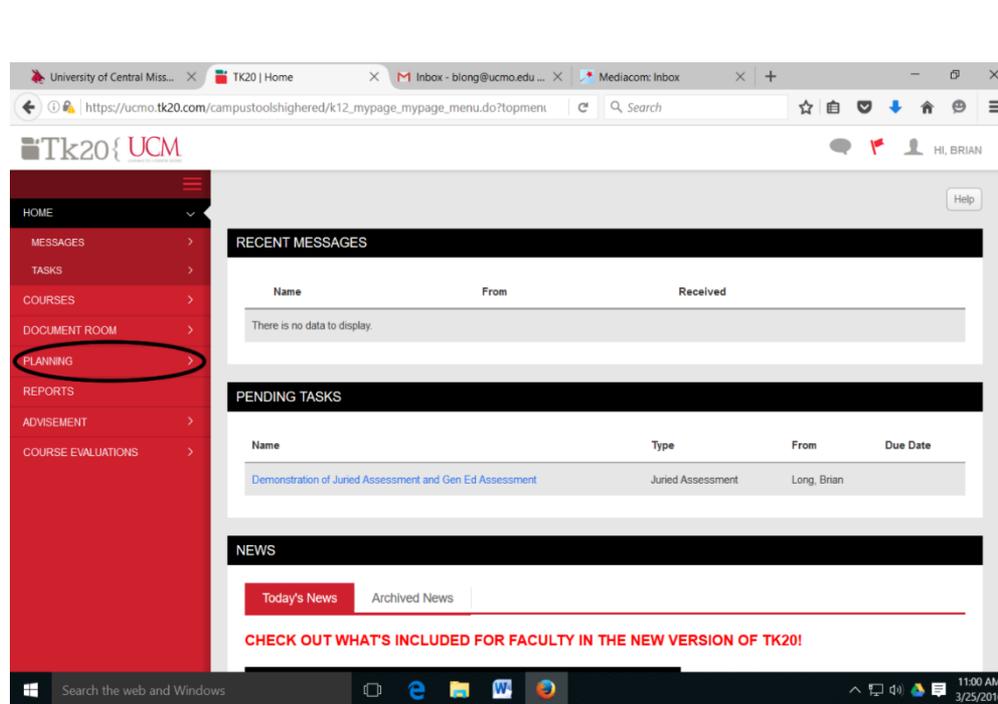
The screenshot displays the UCM My Central portal interface. The browser address bar shows the URL: https://mycentral.ucmo.edu/web/home-community/employee#_48_INSTANCE_xWRhEux9I2h1_=https%3A%2. The page header includes the University of Central Missouri logo and the tagline "LEARNING TO A GREATER DEGREE". The navigation menu at the top features "UCM Home", "JCK Library", "Employee" (circled in red), and "Faculty". Below the navigation menu, the "Employee" tab is selected. The main content area is divided into several sections: "UCM My Banner" with a "MyBanner" link; "Educational Development Program" with a text box detailing tuition and credit hour benefits; "UCM Employee" with a list of links including "Time Sheet", "Instructions for Student Employee Time Sheet Reporting", "SSB General Menu", "Benefits and Deductions", "Pay Information", "EPAF Default Routing Queue", "Tax Forms", "Current and Past Jobs", "Time Off Current Balances and History", "View and Pay My Bill", "Admin Employee PayStub View", and "Kronos Workforce Central"; "UCM Links" with a link to "Atomic Learning - On Campus"; "Time Reporting" with a "Time Sheet" section listing instructor/project coordinator information and due dates for Provoist Allocation; and a "Tk20" section with the "Tk20" logo and the text "Click here to access TK20" (circled in red).

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Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

STEP 2: Navigating Inside Tk20

- Click the "Planning" Tab from the red navigation bar at the left of the Tk20 screen



The screenshot displays the Tk20 web application interface. On the left, a red navigation bar contains several menu items: HOME, MESSAGES, TASKS, COURSES, DOCUMENT ROOM, PLANNING (circled in red), REPORTS, ADVISEMENT, and COURSE EVALUATIONS. The main content area is divided into three sections: RECENT MESSAGES, PENDING TASKS, and NEWS. The RECENT MESSAGES section is currently empty, displaying "There is no data to display." The PENDING TASKS section contains one task: "Demonstration of Juried Assessment and Gen Ed Assessment" with a due date of "Long, Brian". The NEWS section has tabs for "Today's News" and "Archived News". A red banner at the bottom of the main content area reads "CHECK OUT WHAT'S INCLUDED FOR FACULTY IN THE NEW VERSION OF TK20!". The browser's address bar shows the URL "https://ucmo.tk20.com/campustoolshighered/k12_mypage_mypage_menu.do?topmen". The Windows taskbar at the bottom shows the time as 11:00 AM on 3/25/2016.

Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

STEP 3: Setting Up For Program SLO entry

- Select your program from the “Organization” drop down menu (programs are organized by college)

The screenshot shows the 'ASSESSMENT PLANNING' interface. The 'Unit Dashboard' section includes a description: 'The dashboard report will allow you to view a summary as well as a status of the assessment data collected for your organizations. You can click on the name of an organization to view the assessment data per outcome.' Below this, there are two dropdown menus: 'Organization' and 'Assessment Period'. The 'Organization' dropdown is open, showing a list of programs. The program 'HCSOBA: Public Relations - BS' is highlighted and circled in red. To the right of the dropdowns is a table with the following data:

Organization	Outcomes/Goals with Plans	Outcomes/Goals without Plans	Outcomes/Goals With Completed Data Entry	Outcomes/Goals With Incomplete Data Entry
HCSOBA: Marketing - BSBA	6	0	6	0
HCSOBA: Marketing - Minor	0	0	0	0
Total	6	0	6	0

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Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

- Select “Outcomes/Goals” from the drop down menu under the “ASSESSMENT PLANNING” option at the top center of the screen. Next select “Edit/Create” from the secondary drop down menu under “Outcomes/Goals”

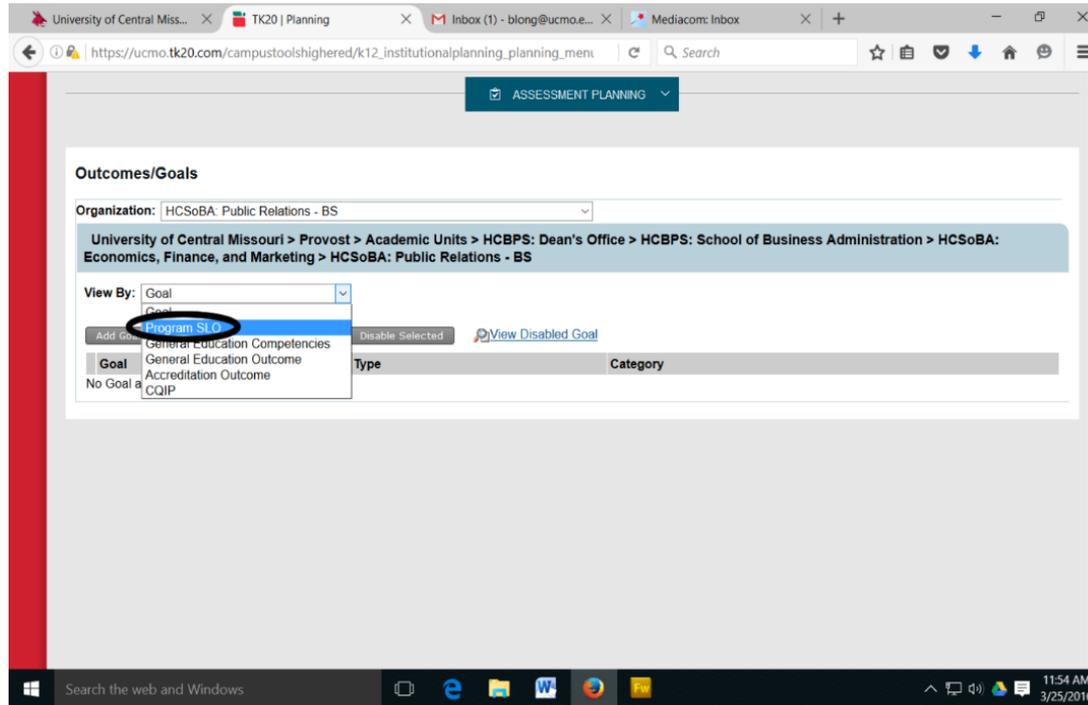
The screenshot shows the TK20 | Planning web application. The browser address bar displays https://ucmo.tk20.com/campustoolshighered/k12_institutionalplanning_planning_menu. The page title is "TK20 | Planning". The main content area is titled "Unit Dashboard" and displays a table of assessment data for the organization "HCSOBA: Public Relations - BS". The table has columns for "Organization", "Type", "Assessments", "Outcomes/Goals without Plans", "Outcomes/Goals With Completed Data Entry", and "Outcomes/Goals With Incomplete Data Entry". The "Edit/Create" option in the secondary dropdown menu is highlighted with a red circle.

Organization	Type	Assessments	Outcomes/Goals without Plans	Outcomes/Goals With Completed Data Entry	Outcomes/Goals With Incomplete Data Entry
HCSOBA: Public Relations - BS	degreefreestandingminorconcentration	6	6	0	0
HCSOBA: Public Relations - Minor	nestedminorcertificateconcentration	0	0	0	0
Total		6	6	0	0

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Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

- Select “Program SLO” from the “View By” drop down menu



The screenshot displays a web browser window with the URL https://ucmo.tk20.com/campustoolshighered/k12_institutionalplanning_planning_men. The page is titled "ASSESSMENT PLANNING" and shows the "Outcomes/Goals" section. The organization is set to "HCSOBA: Public Relations - BS". The breadcrumb trail is: University of Central Missouri > Provost > Academic Units > HCBPS: Dean's Office > HCBPS: School of Business Administration > HCSOBA: Economics, Finance, and Marketing > HCSOBA: Public Relations - BS. The "View By" dropdown menu is open, showing options: Goal, Goal, Program SLO (circled in red), General Education Competencies, General Education Outcome, Accreditation Outcome, and CQIP. Below the dropdown is a table with columns "Type" and "Category".

Type	Category
Goal	
Goal	
Program SLO	
General Education Competencies	
General Education Outcome	
Accreditation Outcome	
CQIP	

Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

STEP 4: Adding or Editing Program SLOs

- To add a new program SLO click on the “Add Program SLO” gray shaded button

The screenshot shows a web browser window with the URL https://ucmo.tk20.com/campustoolshighered/k12_institutionalplanning_planning_men. The page title is "ASSESSMENT PLANNING". Under the "Outcomes/Goals" section, the "Organization" dropdown is set to "HCSOBA: Public Relations - BS". The breadcrumb trail is: "University of Central Missouri > Provost > Academic Units > HCBPS: Dean's Office > HCBPS: School of Business Administration > HCSOBA: Economics, Finance, and Marketing > HCSOBA: Public Relations - BS". The "View By" dropdown is set to "Program SLO". Below this are buttons for "Add Program SLO", "Add Label", "Delete Selected", "Disable Selected", and a link for "View Disabled Program SLO". The "Add Program SLO" button is circled in red. Below the buttons is a table of existing Program SLOs.

Program SLO	Type	Category
<input type="checkbox"/> 1 - Demonstrate public relations driven knowledge and understanding	Program SLO	
<input type="checkbox"/> 2 - Demonstrate written, oral and visual communication knowledge and application proficiency for public relations purposes.	Program SLO	
<input type="checkbox"/> 3 - Demonstrate critical thinking, problem-solving, and decision making proficiency relevant to public relations purposes.	Program SLO	
<input type="checkbox"/> 4 - Demonstrate research knowledge and application proficiency for public relations purposes.	Program SLO	
<input type="checkbox"/> 5 - Demonstrate strategic planning knowledge and application proficiency for public relations purposes.	Program SLO	
<input type="checkbox"/> 6 - Demonstrate preparedness for professional life and/or further academic study.	Program SLO	

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Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

- Enter your first program SLO in the box provided, add a description if desired and click on the “Save and Add Another” button at the bottom of the screen
- Repeat until all program SLOs are entered and saved

The screenshot shows a web browser window with the URL https://ucmo.tk20.com/campustoolshighered/k12_institutionalplanning_planning_men. The page title is "ASSESSMENT PLANNING". The main content area is titled "Add New Program SLO" and shows the following fields:

- Organization:** HCSoba: Public Relations - BS
- Program SLO Definition:**
 - Program SLO*:** A text input field containing "New Program SLO", which is circled in black.
 - Description:** A rich text editor area containing the text "Description is Optional" and a "Rich Text Formatting" link.
- Type:** A dropdown menu set to "Program SLO".
- Results:** A radio button selected for "Results are derived from its own measures."

The Windows taskbar at the bottom shows the date and time as 2:03 PM on 3/25/2016.

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Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

- To edit an existing SLO click on the SLO, make edits to the SLO and/or description on the resulting screen and select Save at the bottom of the screen

The screenshot shows a web browser window with the URL https://ucmo.tk20.com/campustoolshighered/k12_institutionalplanning_planning_men. The page is titled "ASSESSMENT PLANNING" and displays a list of "Program SLO" entries under the "Outcomes/Goals" section. The organization is set to "HCSOBA: Public Relations - BS". The breadcrumb trail is: University of Central Missouri > Provost > Academic Units > HCBPS: Dean's Office > HCBPS: School of Business Administration > HCSOBA: Economics, Finance, and Marketing > HCSOBA: Public Relations - BS. The "View By" dropdown is set to "Program SLO". Action buttons include "Add Program SLO", "Add Label", "Delete Selected", "Disable Selected", and "View Disabled Program SLO".

Program SLO	Type	Category
<input checked="" type="checkbox"/> 1 - Demonstrate public relations driven knowledge and understanding	Program SLO	
<input type="checkbox"/> 2 - Demonstrate written, oral and visual communication knowledge and application proficiency for public relations purposes.	Program SLO	
<input type="checkbox"/> 3 - Demonstrate critical thinking, problem-solving, and decision making proficiency relevant to public relations purposes.	Program SLO	
<input type="checkbox"/> 4 - Demonstrate research knowledge and application proficiency for public relations purposes.	Program SLO	
<input type="checkbox"/> 5 - Demonstrate strategic planning knowledge and application proficiency for public relations purposes.	Program SLO	
<input type="checkbox"/> 6 - Demonstrate preparedness for professional life and/or further academic study.	Program SLO	

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Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

- To edit an existing SLO click on the SLO, make edits to the SLO and/or description on the resulting screen and select Save at the bottom of the screen

The screenshot shows a web browser window with the URL https://ucmo.tk20.com/campustoolshighered/k12_institutionalplanning_planning_men. The page title is "Program SLO Definition". The form contains the following fields:

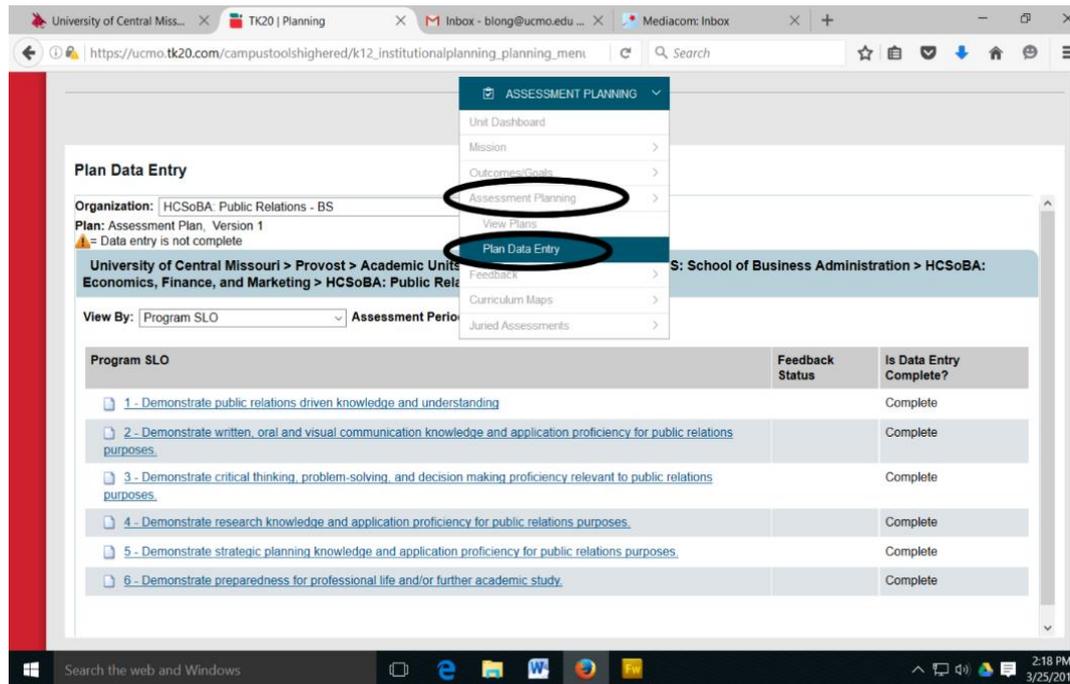
- Program SLO***: A text input field containing "1 - Demonstrate public relations driven knowledge and understanding".
- Description**: A rich text editor containing the text "This outcome is made up of 7 competencies." and a "Rich Text Formatting" link.
- Type**: A dropdown menu set to "Program SLO".
- Results**: Two radio button options:
 - Results are derived from its own measures.
 - Results are derived from data collected for other outcomes/objectives/goals.

At the bottom of the form, there are three buttons: "Save", "Save and Add Another", and "Cancel". The "Save" button is circled in black. A "View Maps" button is located in the top right corner of the form area. The browser's taskbar at the bottom shows the date and time as 2:10 PM on 3/25/2016.

Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

STEP 5: Navigating to SLO assessment entry location

- Select “Assessment Planning” from the drop down menu at the center top of the screen and next select “Plan Data Entry” from the secondary drop down menu



Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

STEP 7: Entering you program assessment information

- Click on the first program SLO
- Enter the requested information pertaining to the Measurement of this SLO in the boxes provided (note: the form can accommodate multiple measures but you need only complete the number of measures your program actually uses).
- If you have completed all data entry for the measurement of this SLO and are ready for external review, click on the “Data Entry Complete” button at the bottom of the screen.
- Click on the “Save” button at the bottom of the screen.
- Enter the requested information pertaining to the “Results” of this SLO. Select the degree to which the SLO has been “Met” from the buttons at the top of this form, select “Data Entry Complete” if appropriate and Click on “Save.”
- Enter the requested information pertaining to the “Actions” planned for this SLO. You can click on “Add Row” to get a drop down menu of common actions or just type your planned actions in the “If Other...” box. Select “Data Entry Complete” if appropriate and Click on “Save.”
- Select the next SLO from the assessment home screen and repeat the process.

Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

University of Central Miss... TK20 | Planning Inbox (1) - blong@ucmo.e... Mediacom: Inbox

https://ucmo.tk20.com/campustoolshighered/k12_institutionalplanning_planning_menu

ASSESSMENT PLANNING

1 - Demonstrate public relations driven knowledge and understanding

Assessment Plan: Assessment Plan Relevant Items

Measures Results Actions

Measures

Program Improvements Implemented

Comments on changes implemented or actions as identified in the previous assessment period.

Revision of program assessment rubric needs completed especially in light of looming curriculum changes driven by migration to the HCBPS.

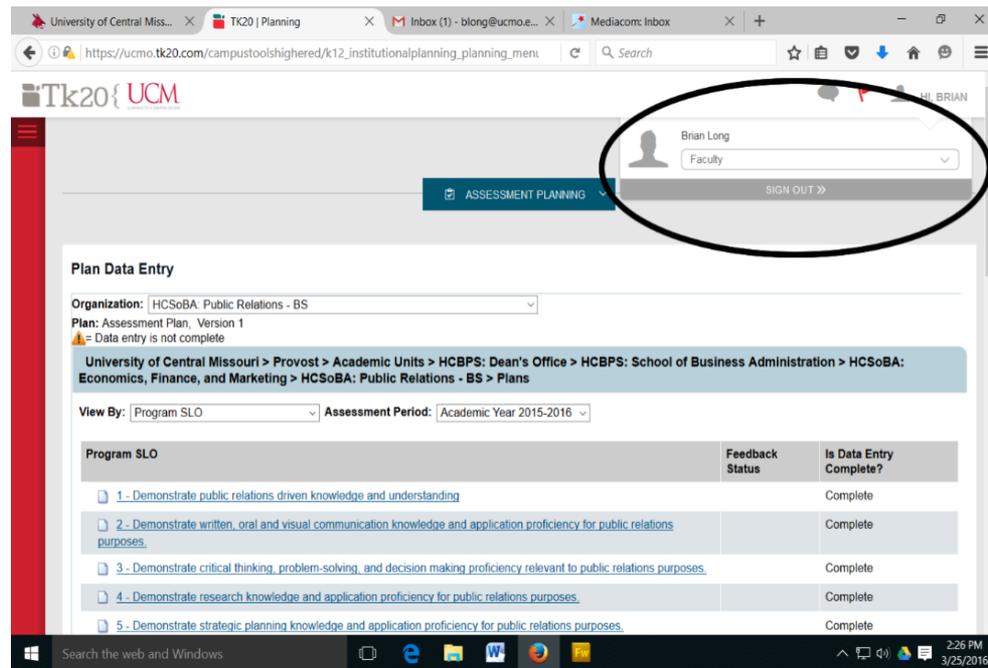
Attachment(s) that Select File(s)

2:21 PM 3/25/2016

Instructions for Entering or Modifying Program Student Learning Outcomes and associated Measures, Actions, and Results

STEP 7: Sign Out

- When you have completed an SLO data entry session, make sure you have saved your work and select your name “HI, NAME” from the upper right corner of the screen and click on Sign Out



If you have any questions, please contact

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