Course Outcomes Guide – Faculty Reference

When completing or reviewing your COGs, use this sheet as a handy reference.

**Course Title:**

**Date**: If you have modified this form, be sure you update the date!

**Course Team:**

**Expected Learning Outcomes:**

Place all of the standard course outcomes here. These outcomes should be the same for every section of the course. Make sure you know the difference between an outcomes (what the student will take away from the course) and an objective (what the student will do to accomplish the outcome).

**Assessment (**How do or will students demonstrate achievement of each outcome?)

Only use acceptable forms of assessment that are actually measuring outcomes. The assignment of grades is not an acceptable form of assessing outcomes. The preference is for a common assessment across sections of a course.

**Validation (**What methods have you used or will you use to validate your assessment?)

Validation is way of proving that your assessment is actually measuring what you intend it to measure. Some examples of acceptable forms of validation are external consultants, standardized exams, peer review, industry standards, or mapping exam questions to industry standards.

**Results** (What do your assessment data show? If you have not yet assessed student achievement of your learning outcomes, when is assessment planned?)

This is a brief summary of the results of your assessment and conclusions about how effectively outcomes have been met within your courses. For example, this could be the number of students successfully passing the standardized questions as compared to those who do not.

**Follow-up (**How have you used or how will you use the data to improve student learning?)

This is what we call “closing the loop”. Discuss how you’ve used the results of your assessment to improve student learning (modify the course). This is the most important step in the outcomes assessment process.

**Budget Justification** (What resources are necessary to improve student learning?)

Describe how the results of your assessment and intended follow-up demonstrate the need for additional funding or resources. This information can be shared with your division chair/director and incorporated into unit planning.