



Learning Outcome & Assessment Worksheet

"promotes each students learning experience"

Directions: This worksheet is to guide program, service or facility planning of learning outcomes and should be used in conjunction with the DSA Strategic Priorities, Goals and Benchmarks and Department Strategic Plan. All reported Learning Outcome needs to be linked to a Strategic Priority, Goal and Benchmark, and contain a target or measure for success. Include one or more assessment methods, evaluate the assessment findings, and explain how the results will be used:

State Learning Outcome (program, service or facility description)
All staff members in the Assessment & Student Life Research Office will have a professional development plan.
Identify Strategic Priority the Learning Outcome links to in the DSA Strategic Plan
Invest in the People of Texas Tech University
Identify Goal(s) the Learning Outcome links to in the DSA Strategic Plan
Human Resources and Infrastructure: Increase and use resources to recruit and retain quality staff and to support an optimal work environment.
Identify Benchmark(s) the Learning Outcome links to in the DSA Strategic Plan
Human Resources: Identify and report professional staff development and training.
Establish Target Level (criteria for successful outcome)
Employee and direct supervisor will develop a 3-step "professional development plan." 1) Staff member will attend conference, workshops, or courses to develop work skills that improve knowledge and skill. 2) Staff member may purchase (with prior approval) books software or other job related materials to improve performance. 3) Staff member will implement knowledge and skills gained in their job or workplace setting.
Describe Assessment Method(s) (How will the benchmark be measured?)
1) Staff member will complete a report on individual progress and cite their contribution to the work place from their professional and development plan. 2) Professional Development Plan and employee report will be presented during the six-month evaluation and/or twelve month employee evaluation.
Report Assessment Results (findings)
Supervisor will evaluate report results and where applicable include findings in personnel file.
Use of Results (action plan)
Based on yearly results, supervisor and staff member will set new goals for professional development or remedial action will be taken.