

CHOOSING O/O'S FOR THE ASSESSMENT YEAR

1. From your Unit's home page click on Unit Planning
2. Click on Unit Assessment Plan.

Operational Objectives/Outcomes	Assessment Tools	Data/Results	Improvements	Follow-up
✓ Educational workshops	1	3	4	1
✓ Peer tutoring	1	4	4	1
✓ Courteous atmosphere	1	2	2	0
✓ New student scheduling	1	2	2	0

3. With your unit team, select an O/O that you will assess this year then click on the “edit” button for that O/O.

Operational Objectives/Outcomes	Action
▶ Educational workshops The Learning Centers will provide quality educational workshops for the university community (Active)	[edit] [delete]
▶ Peer tutoring The Learning Centers will guarantee thorough training for all peer tutors in preparation for their work in providing academic accountability and mentoring to students. (Active)	[edit] [delete]
▶ Courteous atmosphere The Learning Centers will maintain a courteous atmosphere when working with students as they visit the Learning Centers. (Active)	[edit] [delete]
▶ New student scheduling The Learning Centers will provide assistance to the university community in the manner of scheduling new incoming, on-campus students during the months of June, July and August. (Active)	[edit] [delete]

4. Click in the “O/O Assessment Cycle” field and choose the current assessment year.
5. Click on Save.
6. Click on Return
7. Repeat process for a total of 3 O/O's for the assessment year.

Operational Objective/Outcome Name: Courteous atmosphere

Operational Objective/Outcome: The Learning Centers will maintain a courteous atmosphere when working with students as they visit the Learning Centers.

O/O Status: Active

O/O Assessment Cycles: [2013 X] [2014 X] [2015] [2016] [2017] [2018]

O/O Entered: 2013, 2014

O/O Retired: 2015, 2016, 2017, 2018

Buttons: Save, Return