Retiring a Student Learning Outcome

(Created July 2015; revised April 2017)

Contents

Purpose 1

Retirement Based on Assessment 2

Step 1: Enter Assessment Report as Normal 2

Step #2: Enter Actions Taken with an Explanation for Retirement 3

Step #3: Mark "Retired" in Progress 3

Step #4: Create New Outcome 3

Retirement Based on Curriculum Review 4

Step #1: Explain Why an Outcome Is Being Retired 4

Step #2: Mark Progress Box 4

Step #3: Create New Outcome 4

Purpose

Programs will add outcomes or retire old outcomes that they feel no longer need to be monitored. This provides step by step instructions on how to retire one that is being replaced.

This guide assumes you are familiar with working in the Planning Module of Compliance Assist and are familiar with adding new learner outcomes. If you are not, see the step-by-step guide *Planning Module Guide* available at http://sacs.utk.edu/resources/.

There are two reasons for retiring an outcome,

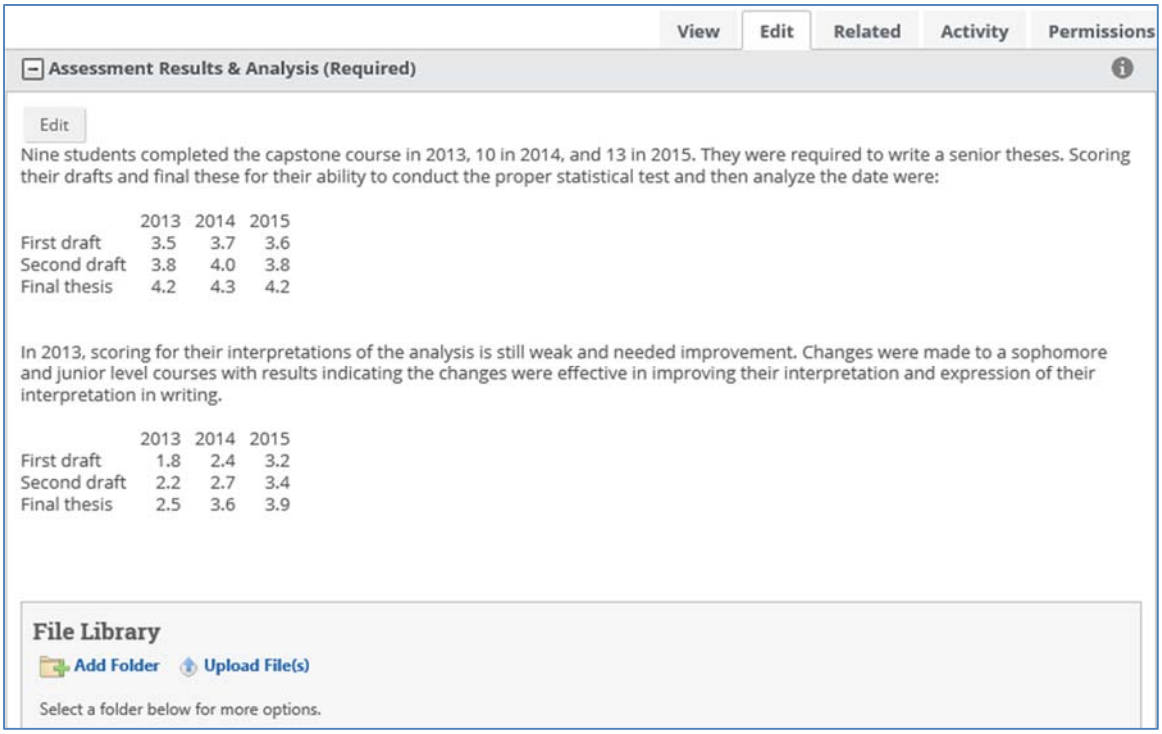
1) based on assessment, students are performing and have performed consistently so the faculty decide it's time retire the outcome and replace it with another one
2) in response to internal (e.g., review of outcomes after a few rounds of assessment) or outside forces (e.g., curriculum review conducted because of programmatic accreditation, changes in the industry/profession that hires graduates), the faculty made major revisions to the outcomes

If you simply want to edit the wording without changing the meaning, you just revise the outcome.

Retirement Based on Assessment

Step 1: Enter Assessment Report as Normal

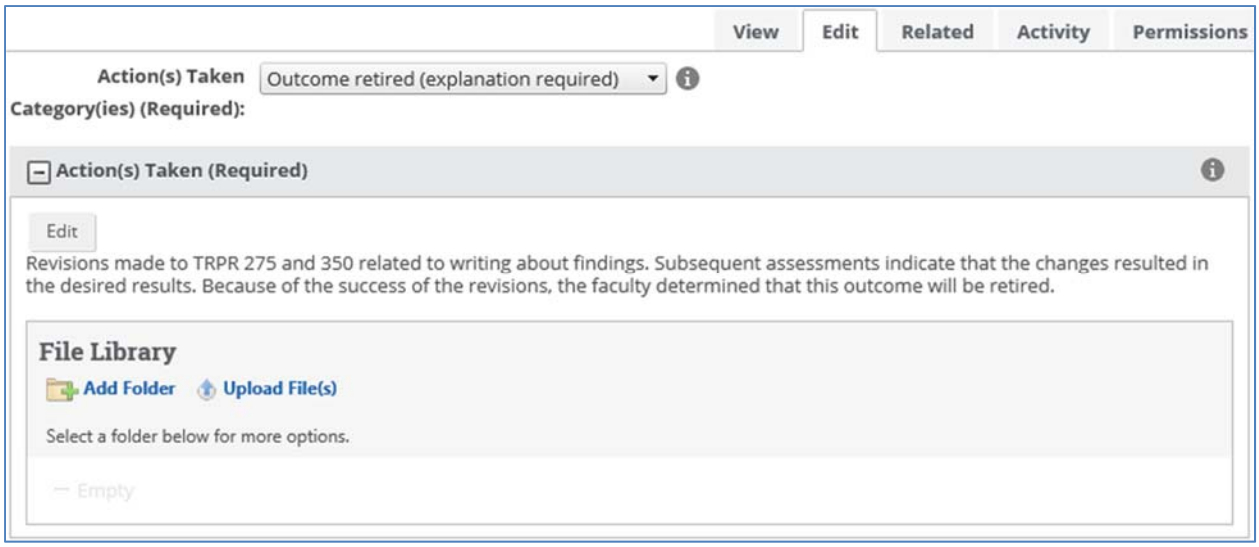
Enter the Planning Module, navigate to the program, and the open the outcome to be retired. Click on the Edit tab. Enter the assessment report as you would normally do providing your assessment results and analysis.



Step #2: Enter Actions Taken with an Explanation for Retirement

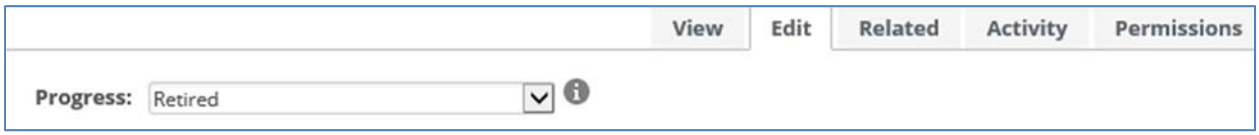
In the **Action(s) Taken Category(ies) (Required)** choice list, select "Outcome retired (explanation required)" as shown below. If this is selected, you must provide an explanation in the **Action(s) Taken (Required)** field.

In the **Action(s) Taken** field, enter an explanation for retirement. This should include information that indicates the faculty actually did discuss this and came to the conclusion that the outcome should be retired. You can attach minutes from the faculty meeting when it was discussed.



Step #3: Mark "Retired" in Progress

Mark the outcome "Retire" in the **Progress** field.



Then click Save & Close at the bottom of the screen.

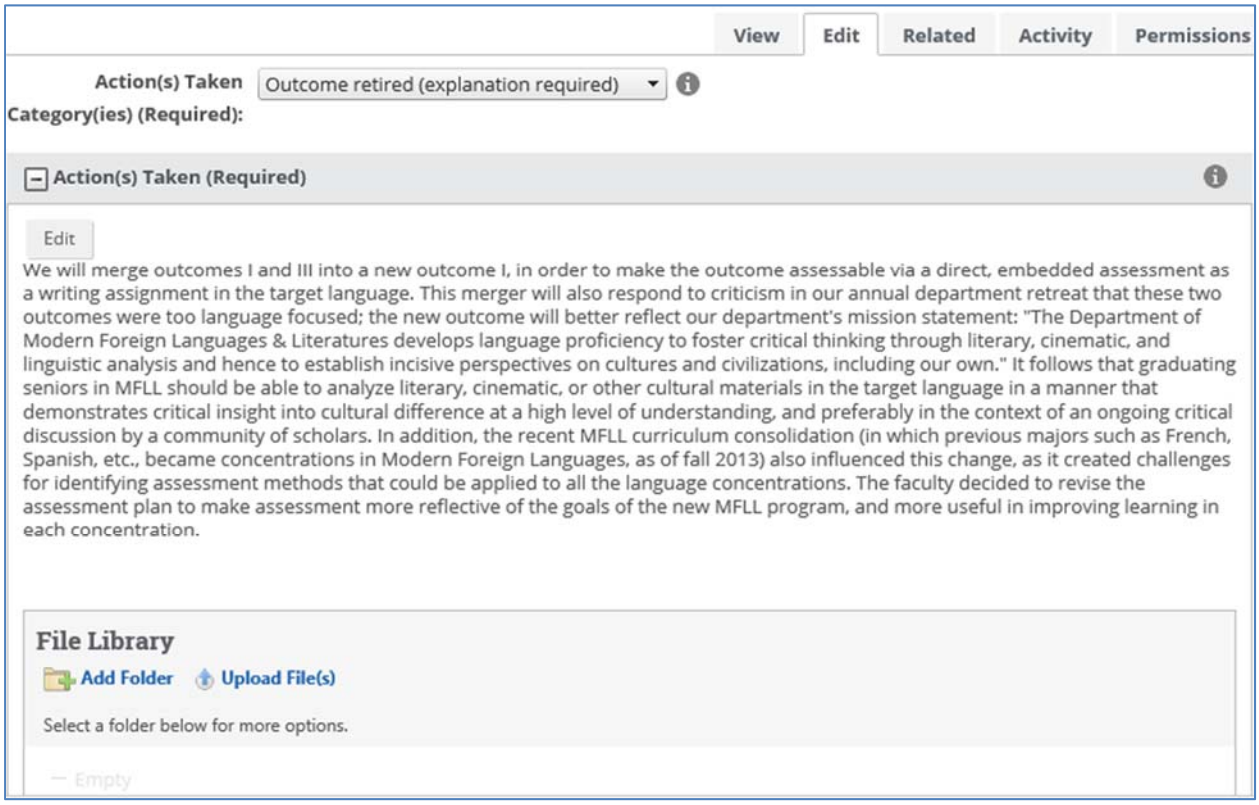
Step #4: Create New Outcome

Following established guidelines, create the new outcome in the Planning Module. If you need a refresher for creating the new outcome, see the step-by-step guide *Planning Module Guide* available at http://sacs.utk.edu/resources/.

Retirement Based on Curriculum Review

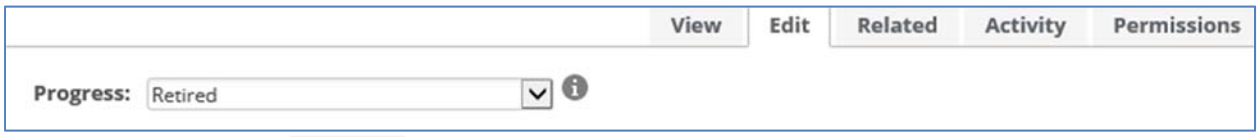
Step #1: Explain Why an Outcome Is Being Retired

Enter the Planning Module, navigate to the program, and the open the outcome to be retired. Click on the Edit tab. In the **Action(s) Taken Category(ies) (Required)** choice box, select "Outcome retired (explanation required)". Then provide an explanation for the retirement in the **Action(s) Taken (Required)** field since no assessment for the current outcome will not be assessed.



Step #2: Mark Progress Box

Scroll down to the **Progress** field and select "Retired".



Then click Save & Close at the bottom of the screen.

Step #3: Create New Outcome

Following established guidelines, create the new outcome in the Planning Module. If you need a refresher for creating the new outcome, see the step-by-step guide *Planning Module Guide* available at http://sacs.utk.edu/resources/.

Document Glossary

Retired: used when a department determines after several assessment cycles that this outcome is continually being successfully met and the department wants to focus on other aspects of the program OR when professional standards or the job sector shifts emphases and new outcomes are needed. ATTACH under the **Action(s) Taken** field section any minutes or other documentation that supports the retirement of an outcome.