

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 then 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.

[View](#) [Edit](#) [Related](#) [Activity](#) [Permissions](#)

Assessment Results & Analysis (Required) i

[Edit](#)

Nine students completed the capstone course in 2013, 10 in 2014, and 13 in 2015. They were required to write a senior theses. Scoring their drafts and final these for their ability to conduct the proper statistical test and then analyze the date were:

	2013	2014	2015
First draft	3.5	3.7	3.6
Second draft	3.8	4.0	3.8
Final thesis	4.2	4.3	4.2

In 2013, scoring for their interpretations of the analysis is still weak and needed improvement. Changes were made to a sophomore and junior level courses with results indicating the changes were effective in improving their interpretation and expression of their interpretation in writing.

	2013	2014	2015
First draft	1.8	2.4	3.2
Second draft	2.2	2.7	3.4
Final thesis	2.5	3.6	3.9

File Library

[Add Folder](#) [Upload File\(s\)](#)

Select a folder below for more options.

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.

The screenshot shows a web interface for entering retirement actions. At the top, there are tabs for 'View', 'Edit', 'Related', 'Activity', and 'Permissions'. Below these, the 'Action(s) Taken' dropdown menu is set to 'Outcome retired (explanation required)'. Underneath, the 'Category(ies) (Required):' section is expanded to show 'Action(s) Taken (Required)'. An 'Edit' button is present above the text area. The text area contains the following explanation: 'Revisions made to TRPR 275 and 350 related to writing about findings. Subsequent assessments indicate that the changes resulted in the desired results. Because of the success of the revisions, the faculty determined that this outcome will be retired.' Below the text area is a 'File Library' section with 'Add Folder' and 'Upload File(s)' buttons, and a note to 'Select a folder below for more options.' The library is currently empty.

Step #3: Mark “Retired” in Progress

Mark the outcome “Retire” in the **Progress** field.

The screenshot shows the 'Progress' field in the system interface. The dropdown menu is set to 'Retired'. At the bottom of the screen, there is a 'Save & Close' button.

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

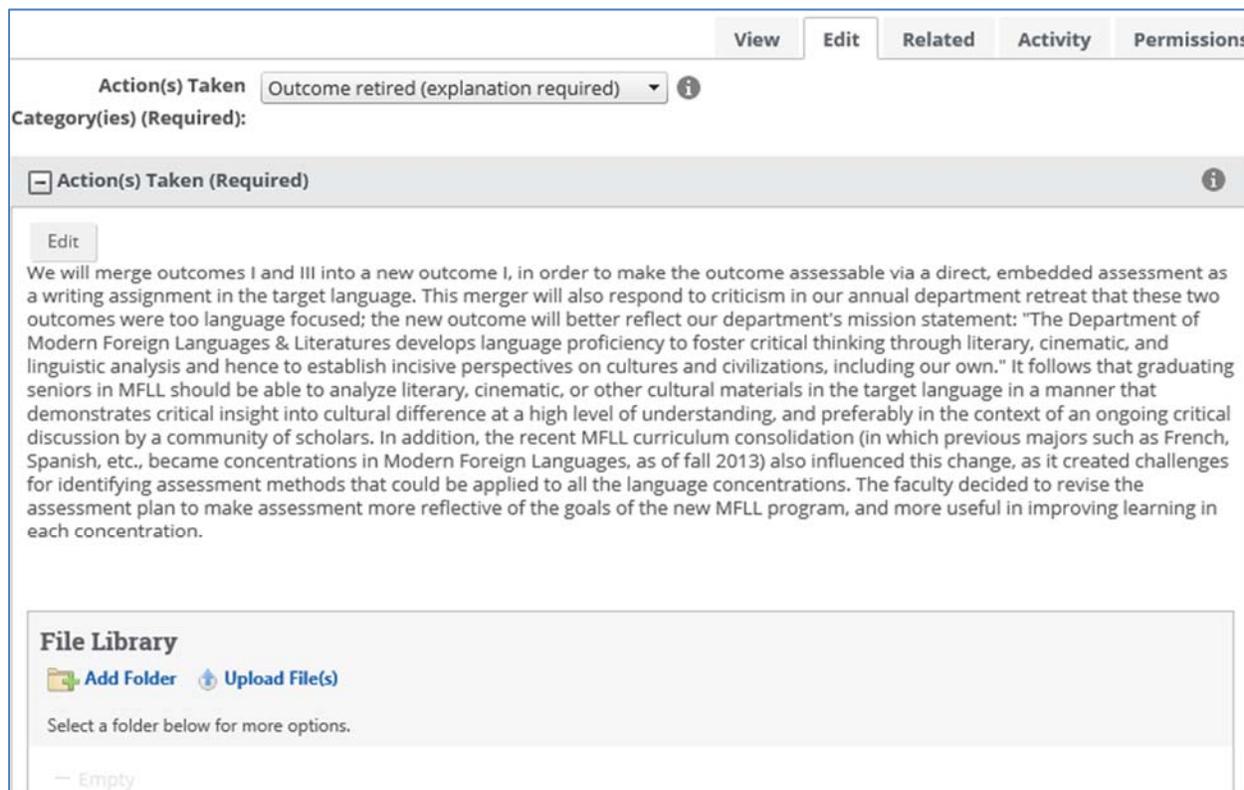
Step #4: Create New Outcome

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 then 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.



View Edit Related Activity Permissions

Action(s) Taken Outcome retired (explanation required) ⓘ

Category(ies) (Required):

[-] Action(s) Taken (Required) ⓘ

Edit

We will merge outcomes I and III into a new outcome I, in order to make the outcome assessable via a direct, embedded assessment as a writing assignment in the target language. This merger will also respond to criticism in our annual department retreat that these two outcomes were too language focused; the new outcome will better reflect our department's mission statement: "The Department of Modern Foreign Languages & Literatures develops language proficiency to foster critical thinking through literary, cinematic, and linguistic analysis and hence to establish incisive perspectives on cultures and civilizations, including our own." It follows that graduating seniors in MFL should be able to analyze literary, cinematic, or other cultural materials in the target language in a manner that demonstrates critical insight into cultural difference at a high level of understanding, and preferably in the context of an ongoing critical discussion by a community of scholars. In addition, the recent MFL curriculum consolidation (in which previous majors such as French, Spanish, etc., became concentrations in Modern Foreign Languages, as of fall 2013) also influenced this change, as it created challenges for identifying assessment methods that could be applied to all the language concentrations. The faculty decided to revise the assessment plan to make assessment more reflective of the goals of the new MFL program, and more useful in improving learning in each concentration.

File Library

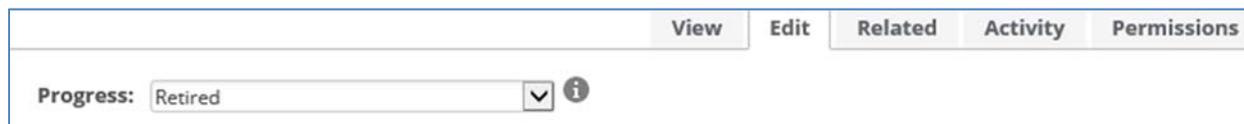
 Add Folder  Upload File(s)

Select a folder below for more options.

— Empty

Step #2: Mark Progress Box

Scroll down to the **Progress** field and select “Retired”.



View Edit Related Activity Permissions

Progress: 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.