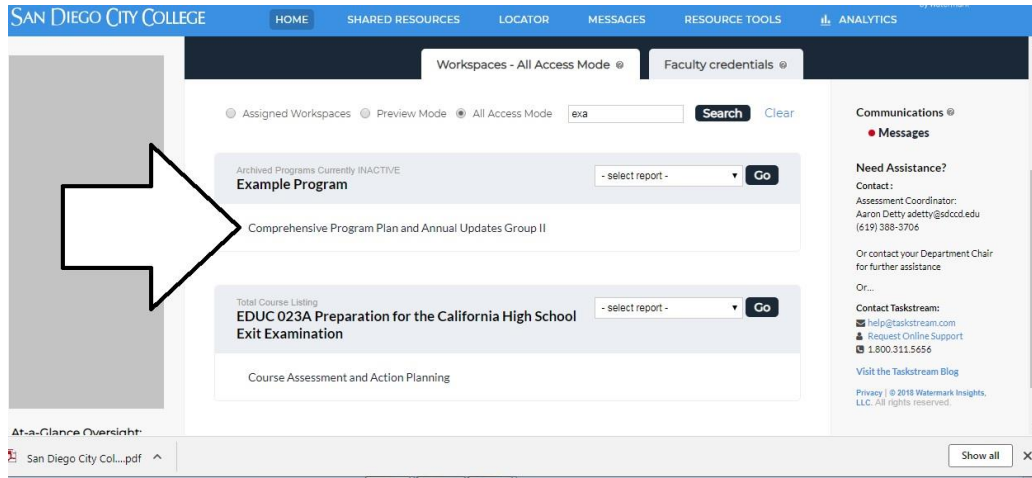


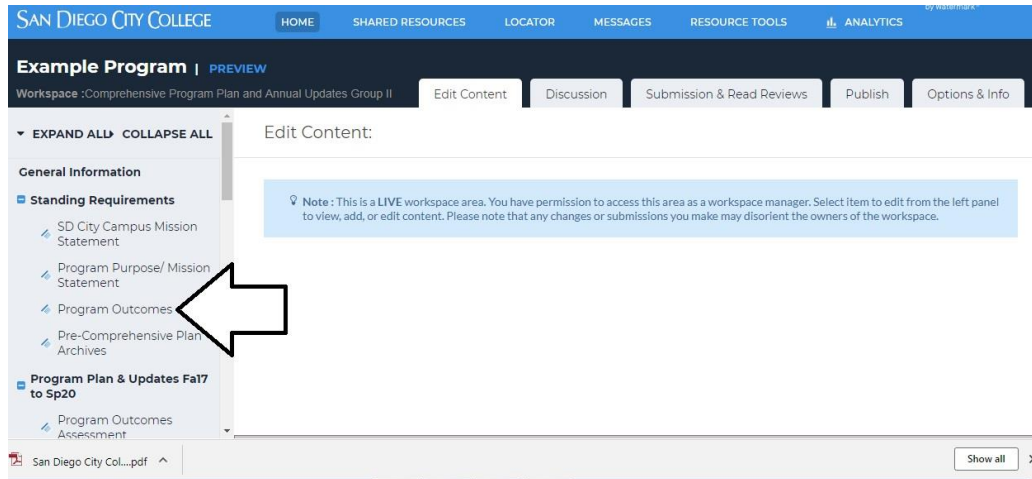
## Creating New Program Outcomes

\*This list of instructions is for newly created programs or a program has decided to start a new program outcome set.

1. Log in to Taskstream.
2. Find your program and click “Comprehensive Program Plan and Annual Updates Group”



3. Click “Program Outcomes” in the left column.



4. Click “Check Out”.



5. Click “Create New Set”.

SAN DIEGO CITY COLLEGE

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

Example Program | PREVIEW

Workspace :Comprehensive Program Plan and Annual Updates Group II

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Program Outcomes VIEW LOG WORD PDF SHARE CHECK IN

CREATE NEW SET SELECT EXISTING SET

EXPAND ALL COLLAPSE ALL

General Information

Standing Requirements

SD City Campus Mission Statement

Program Purpose/ Mission Statement

Directions

All instructional programs have outcomes that have been documented in the college catalogue. These outcomes need to be listed in the program comprehensive plan. If an instructional program decides to alter the outcomes listed in the catalogue, the program needs to follow

6. Enter your “Set Name”, check the box, and click “Continue”.
- Instructional Programs- Remember courses are to be mapped to program outcomes.

Create New Outcome Set

Set Name: Example Program Outcome Set

Designate Alignment/Mapping Preference: ☒ Outcomes in other sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)

Cancel CONTINUE

Tip: Outcomes are grouped by learning objectives. To create outcomes, first create learning objectives, then add outcomes to them.

Outcome Set

Learning Objective

Outcome

Outcome

7. Click “Create New Learning Objective”, provide a description of the new outcome set and click “Continue”.
- This may include a statement of when the change occurred or this is a new program.

Create New Learning Objective

Learning Objective: Max 140 characters

--- Program

Use a concise descriptor here since this label is used in reports ( e.g. Learning Objective 1.1 Civic Responsibility).

Description: Max 1000 characters

Through department collaboration we have created the following program outcomes effective Fall 2019

Check Spelling Character Count

Cancel CONTINUE

8. Click “Create New Outcome”

The screenshot shows the 'Program Outcomes' interface. At the top, there is a green header bar with navigation links: 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. Below the header, there are two buttons: 'CREATE NEW SET' and 'SELECT EXISTING SET'. The main content area is titled 'Example Program Outcome Set (Learning Objectives & Outcomes)' and includes a 'Remove Set' button. Below this, there are three buttons: 'Create New Learning Objective', 'Reorder', and 'Edit Set Name/Properties'. A section titled '--- Program' contains a description: 'Through department collaboration we have created the following program outcomes effective Fall 2019.' and two links: 'Edit' and 'Delete'. At the bottom of this section, the 'Create New Outcome' button is highlighted with a large black arrow.

9. Number your outcome, enter your program outcome in the description box and click “Continue”.

The screenshot shows the 'Create New Outcome' form. It has two main sections: 'Outcome:' and 'Description:'. The 'Outcome:' section has a label 'Max 140 characters' and a text input field containing the number '1'. Below the input field, there is a note: 'Use a concise descriptor here since this label is used in reports ( e.g. Outcome 1.1 Civic Responsibility)'. The 'Description:' section has a label 'Max 1000 characters' and a large text area containing the text 'Upon completion of the program the student will be able to...'. Below the text area, there are two buttons: 'Check Spelling' and 'Character Count'. At the bottom of the form, there are two buttons: 'Cancel' and 'CONTINUE'. Arrows point to the '1' in the outcome number field, the description text area, and the 'CONTINUE' button.

10. Click “Add Mapping”

The screenshot shows a yellow message box at the top that says 'Outcome added/edited successfully'. Below the message box, there are three links: 'Add mapping', 'Add another outcome', and 'Back to all outcome sets'. The 'Add mapping' link is highlighted with a large black arrow.

11. Click the drop down box, select “Goal sets...” and click “Go”.

Annual Updates Group II | Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

Directions : Select the set to which you would like to map the Outcome:

1 (part of --- Program) 🔍  
Upon completion of the program the student will be able to...

Select category of set to map to :  
Select Set :

Select Type of Set [Go] 2  
Select Type of Set  
Goal sets distributed to Example Program 1  
Outcome Sets in Example Program  
Outcome Sets in other organizational areas

! 'Go' button above.

12. Your outcomes will be mapped to all areas listed. Please note this portion of the process is repeated. Check one of the circles (radio button) and click “Continue”.

Directions : Select the set to which you would like to map the Outcome:

1 (part of --- Program) 🔍  
Upon completion of the program the student will be able to...

Select category of set to map to :  
Goal sets distributed to Example Program [Go]

Select Set :  
☒ City College Institutional Priorities [View Set]  
Owned by San Diego City College  
☐ City College Institutional Student Learning Outcomes [View Set]  
Owned by San Diego City College  
ISLOs  
☐ City College Mission [View Set]  
Owned by San Diego City College

Cancel CONTINUE

13. Check the appropriate boxes that match to the outcome and click “Continue”.

City College Institutional Priorities  
Owned by San Diego City College

Cancel CONTINUE

Institutional Priorities

Priority

☒ Collaborative & Outreach Ventures  
Develop collaborative and outreach ventures that enhance student learning within the college, district and community, public and private agencies, businesses, and industry--locally, nationally, and globally.

☒ Student Success  
Improve student learning, achievement of student learning outcomes, course completion, certificate and degree completion, transfer rates, and workforce competencies.

☐ Fiscal Adequacy & Efficiency  
Budget, manage, and account for financial resources to maintain comprehensive, current, and effective programs and services.

☐ Accountability  
Ensure accountability through the integrated process of program review, assessment, master planning, resource allocation, accreditation, and on-going evaluation.

14. Repeat the steps by clicking on “Map”. Once all areas are mapped to your program outcome, input any additional outcomes starting with #8 in the instructions.

--- Program  
Through department collaboration we have created the following program outcomes effective Fall 2019. [Edit](#) [Delete](#)

[Create New Outcome](#)

| Outcome                                                              | Mapping                                                                     |                                                                 |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------|
| 1 Q<br>Upon completion of the program the student will be able to... | City College Institutional Priorities:<br>Collaborative & Outreach Ventu... | <a href="#">Map</a> <a href="#">Edit</a> <a href="#">Delete</a> |

15. Click “Check In”.

