NON-INSTRUCTIONAL areas:
1) HOW MANY participants/cases met and did not meet the SAO?
2) WHAT WORKED? What are some key strategies that supported your participants or unit’s mastery of the outcomes? In other words, what initiative, task, or anything else you have done has been the MOST influential on your participants or unit? If relevant, note any NEW strategies used.
3) WHAT NEEDS TO CHANGE? What are the changes that you’ll implement in the future to support your participants or unit’s mastery of the outcomes? In other words, what initiative, task, or anything else do you plan to adjust to BETTER influence your participants or unit? What do your participants or unit STILL need to improve at this point?
4) WHAT METHOD have you used to assess the outcomes? List all that apply.
   a. Exam/quiz
   b. Paper/report/writing activity
   c. Oral presentation
   d. Creative performance
   e. Visual display
   f. Observation
   g. Project
   h. Survey
   i. Counting/tracking numbers (e.g., walk-ins, online hits, transactions)

INSTRUCTIONAL areas:
1) Has the student met the CLO? Yes, no, N/A.
2) WHAT WORKED? What are some key instructional strategies that supported your students’ mastery of the outcomes? In other words, what teaching strategy, instructional design, assignment, content material, or anything else you have done has been the MOST influential on students’ learning? If relevant, note any NEW strategies used.
3) WHAT NEEDS TO CHANGE? What are the changes that you’ll implement in the future to support students’ mastery of the outcomes? In other words, what teaching strategy, instructional design, assignment, content material, or anything else do you plan to adjust to BETTER influence your students’ learning? What do students STILL need to improve upon as they exit your class?
4) WHAT METHOD have you used to assess the outcomes? List all that apply.
   a. Exam/quiz
   b. Paper/report/writing activity
   c. Oral presentation
   d. Creative performance
   e. Visual display
   f. Observation
   g. Project
   h. Survey
   i. Counting/tracking numbers (e.g., walk-ins, online hits, transactions)