



## Outcomes: Guidelines

### (a) Outcomes should:

- Be around 4-6 for SLOs and 2-4 for SAOs (certainly **less than 10**).
- **Broadly and succinctly** express what participants will be able to do upon completion.
- Begin with [active verbs](#).
- Address at least two **types of learning** (e.g., understanding, applying, analyzing).
- Incorporate **professional organizational** outcomes, if they exist.
- Be **assessable** (quantitatively and qualitatively, through numbers and reflections).
- **Align** with higher outcomes:
  - Link each SLO with at least one PLO.
  - Link each SAO with the mission of your division as well as at least one ILO; units that do not have contact with students can select all ILOs for each SAO, as their work indirectly supports all facets of student learning).
- Result from **collaborative** writing and collective agreement (i.e., instructors who teach the same course, department liaison, and division chair must agree on the SLOs).
- Be well **formatted**: Please end each SLO with a period and start each SLO directly (i.e., do not number SLOs, do not use bullet points, do not place them within quotation marks).
- Be formally **submitted**:
  - For SLO changes, please submit requests to the Committee for Programs and Curricula (CPC) through [KSCM](#).
  - For SAO changes, please email them to us at [logli@hawaii.edu](mailto:logli@hawaii.edu).

### (b) Strategies to create outcomes:

- “Top-down” approach: Keep in mind PLOs, ILOs, courses and services that precede and follow yours.
- “Bottom-up” approach: Consider the ultimate goals of your course, discipline, service.

### (c) Examples of good outcomes:

- Compare and contrast *major perspectives* of political science.
- Explain political institutions *such as* Senate, Parliament, and Supreme Court.
- Apply mediation styles *in different circumstances*.
- Students, faculty, staff, and community members consider the campus to be safe.

## Methods: Guidelines

Choose a method that:

- Addresses one outcome at the time
- Is credible in academia
- Yields actionable results
- Is realistic in terms of time and resources
- Informs: (a) Number of students/participants who did, and did not, meet SLO/SAO, (b) one strategy that supported student/participant mastery of the SLO/SAO; (c) one change that you could implement in the future to support student/participant mastery of the SLO/SAO.
- Considers student/participant variability (e.g., diversify your methods, be attentive to timing/modality).