



USER GUIDE FOR PROGRAM OUTCOMES

Prepared by: Mt. SAC IT Department & Faculty Outcomes Coordinator

Help Line: IT Help Desk Ext. 4357

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PART 1: Logging in to PIE / Outcomes

1. Open any web browser and navigate to
2. <http://www.mtsac.edu/outcomes>
3. Click on the Record SLO Data button.
4. In the upper right hand corner, select Sign in
5. Enter your portalusername@mtsac.edu and portal password
6. At the top navigation bar, select the unit name. For program outcomes, the unit name include degree or certificate.



Record SLO data

The screenshot shows the Nuventive Improvement Platform Premier Edition interface. The top navigation bar includes the Nuventive Solutions logo, the unit name "Education for Older Adults and Adults with Disabilities", and a "Sign in" button. Below the navigation bar is a "Home" section with a toolbar containing icons for help, information, messages, and a funnel. A welcome message is displayed, followed by a "Unit Assessment Summary" table.

	Outcome Statement - SLO or AUO	Assessment Methods	Tasks	Summary of Data	Us
✓	EOA Newsletter Effectiveness	1	1	1	
✓	

A: Tool Bar Icons



Triangle:

Click the Triangle to expand an item



Plus Sign:

Click the Plus Sign to add a new entry



Wrench:

Click the Wrench to add a feature

Green Question Mark: Navigation and tool assistance provided by vendor.

Purple Icon: Assistance and suggestions customized to Mt. SAC.

Yellow Icon: Details who made changes to a page, when the changes were made, and what text was changed.

Blue Icon: Allows data to be filtered and hidden on a page. The icon is highlighted red when filters are active.

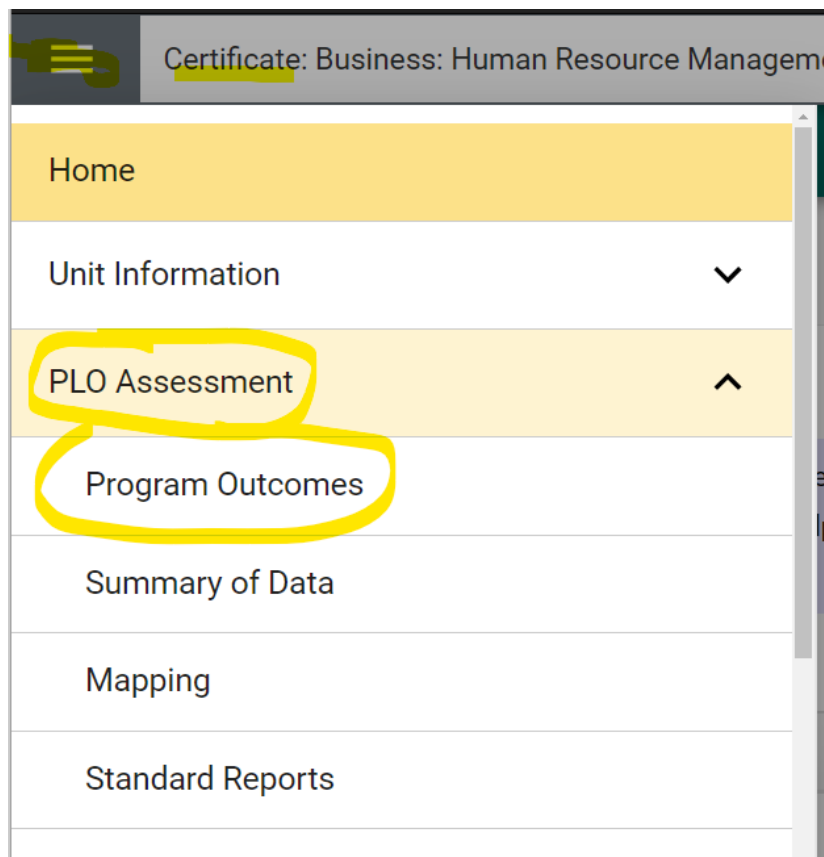
PART 2: Entering a Program Outcome

Program Outcomes describe what a client, customer or student will be able to do, know, or think upon completing a degree or certificate. Begin each outcome with 'Students will be able to . . . '

Select the 'hamburger menu' from the upper left hand corner

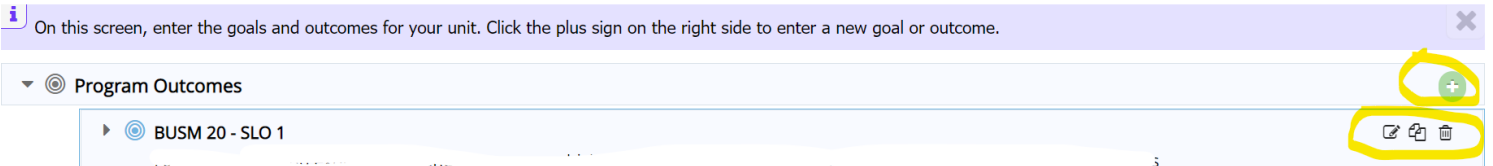
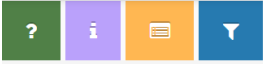


Click on PLO Assessment, then Program Outcomes



A. Program Outcomes Screen

PLO Assessment > Program Outcomes



Triangle:

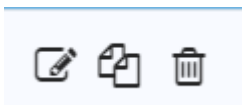
Click the Triangle to expand an area



Plus Sign:

Click the Plus Sign to add a new outcome

Changes to an existing Program Outcome










Click the pen/paper icon to edit an existing PLO

Click the two pieces of paper icon to copy a PLO

Click the trash icon to delete a PLO

B. Adding a New Program Outcome

 In this page, you will enter all information about a specific outcome. As you enter your cursor in each field, you will see specific help for that area OR click the blue question mark to see the specific help for that field. 

* Outcome Name	<input type="text"/>	
* Program Outcome	<input type="text"/>	
Outcome Status	<input type="text" value="v"/>	
Assessment Rotation Cycles	<input type="text"/>	
Start Date (Optional)	<input type="text"/>	
End Date (Optional)	<input type="text"/>	

Outcome Name: Provide a 1 to 3 word description of the outcome

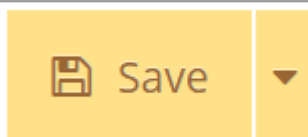
Program Outcome: Enter the entire outcome statement

Outcome Status: Select the status of this outcome

Assessment Rotation Cycles: Select the years this outcome will be assessed
Hold down the ctrl key to select multiple years

State Date (Optional): Enter the date this outcome was created

End Date (Optional): Enter the date this outcome was no longer active



Click yellow button and select Save and Return.

C. Program Outcome: Assessment Method

The screenshot shows a software interface for managing program outcomes. At the top, a purple banner contains an information icon and the text: "On this screen, enter the goals and outcomes for your unit. Click the plus sign on the right side to enter a new goal or outcome." Below this is a section titled "Program Outcomes" with a plus sign icon on the right. Underneath, there is an entry for "BUSM 20 - SLO 1" with a triangle icon on the left and edit, copy, and delete icons on the right. Below the outcome name, the "Start Date (Optional)" is listed as "10/10/2014" and the "End Date (Optional)" is blank. Underneath the dates is a section for "Assessment Methods" with a triangle icon on the left and a plus sign icon on the right. Below this, there is an entry for "Survey" with a plus sign icon on the right. Below the survey entry, the text "Criteria for Success:" is visible.



Triangle:

Click the Triangle to expand an outcome





Plus Sign:


Click the Plus Sign to add a new assessment method


i The assessment is the method of determining whether the outcome has been achieved. It is the systematic collection of data and information focused on outcomes. The assessment of outcomes is integral to the process. It is a department-controlled task that represents what students or customers can do at the end of a particular process or activity that they couldn't do at the beginning.


BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States

Active 

Assessment Method Category 

* Assessment Method 

Criteria for Success 

Schedule 

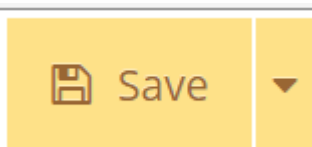
Active: Check the box if this assessment is currently used to determine the results of an outcome

Assessment Method Category: Select the type of assessment tool

Assessment Method: Enter the assessment method

Criteria for Success: Enter the criteria for success

Schedule: Enter when the assessment occurs



Click yellow button and select Save and Return

D. Program Outcome: Assessment Method, Related Document

The screenshot shows a web interface for managing program outcomes. At the top, there is a header 'Program Outcomes' with a dropdown arrow and a plus icon. Below this, a card for 'BUSM 20 - SLO 1' is displayed, containing the text 'I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States'. Below the text are fields for 'Start Date (Optional): 10/10/2014' and 'End Date (Optional):'. Underneath is a section for 'Assessment Methods' with a plus icon. Within this section, a 'Survey' method is listed, described as 'A student survey will be conducted (Active)'. It includes 'Criteria for Success' (At least 75% of course completers who complete the SLO assessment tool will score 3 or above, indicating that they agree or strongly agree that they possess the stated skill or ability.), 'Schedule:', 'Date Added: 11/29/2007', and 'Active: Yes'. At the bottom of the Survey card is a 'Related Documents' section with a wrench icon.



Triangle:

Click the Triangle to expand an outcome



Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents

Time management Students completing FCS 41 - Life Management will be able to increase their skills in the area of time management.

Survey The FCS pre-course/post-course survey will be administered during weeks 1 and 15 of the Fall 2014 Semester. It will be administered and evaluated by FCS faculty and the results will be summarized by RIE and made available to FCS for program improvement.

Criteria for Success 80% of course completers will report moderate to considerable change in their time management skills.

Schedule Surveys to be administered in FCS 41 classes during week 1 and 15 of Fall 2014.

Document Repository

- Family & Consumer Sciences
 - Archives
 - Reports for 2007-08 PIE
 - Reports for 2008-09 PIE
 - Reports for 2009-10 PIE
 - Reports for 2010-11 PIE



Related Documents

Drag documents here to relate



Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

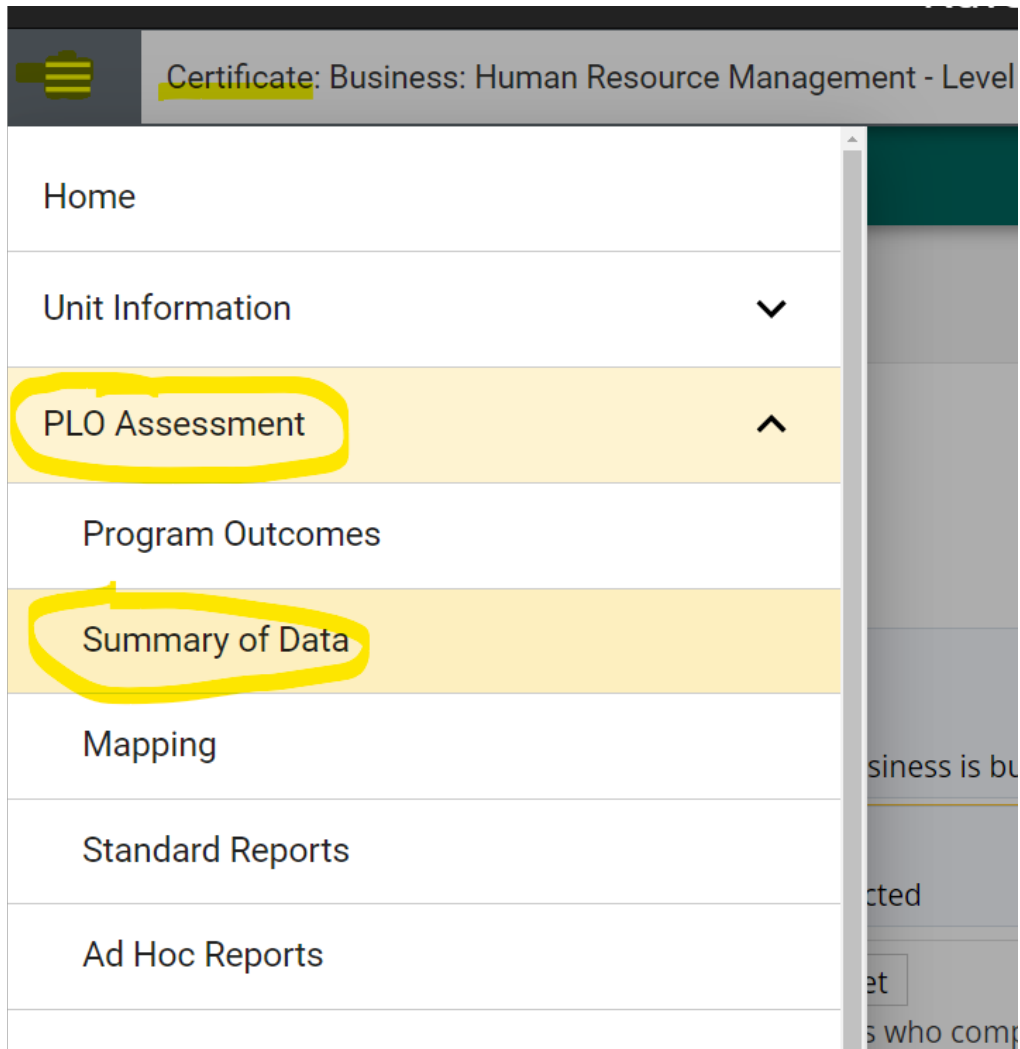
Click and drag an existing document to the Related Documents box to link the document to an assessment method

PART 3: Entering Program Outcome Data & Use of Results

Select the 'hamburger menu' from the upper left hand corner



Click on Course Assessment, then Summary of Data.



A. Program Outcome: Summary of Data

PLO Assessment > Summary of Data

BUSM 20 - SLO 1

Survey

A student survey will be conducted

2021-22 Criterion Met 03/09/2022

Use of Results



Triangle:

Click the Triangle to expand an outcome*



Plus Sign:

Click the Plus Sign to add a new summary of data

* If the Triangle does not expand an outcome, then no assessment method was entered. Return to Program Outcomes and enter an Assessment Method.

indicating that they agree or strongly agree that they possess the stated skill or ability.

* Summary of Data Date ?

* Summary of Data ?

* Summary of Data Collection Period ?

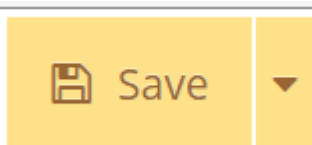
* Summary of Data Type ?

Summary of Data Date: Enter the current date

Summary of Data: Enter the summary of data

Summary of Data Period: Select the academic year the assessment data was collected in

Summary of Data Type: Select if the Criterion was met or not





Click the yellow Save button.


B. Program Outcome: Use of Results

From the Summary of Data screen, scroll down to see Use of Results.

Note: The summary of data must be saved before the use of results can be entered.

* Summary of Data Collection Period 2021-22 
* Summary of Data Type Criterion Met 

* Required field

Use of Results 

Use of Results 03/09/2022 The Summary of Data results indicate that we have met our criterion for this particular SLO. Next year, during the review pro...



Plus Sign:

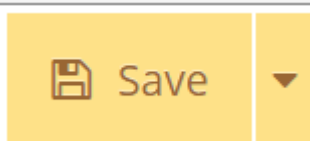
Click the Plus Sign to add a new use of results

* Use of Results Date 04/14/2022 

* Use of Results 

Use of Results Date: Enter the current date

Use of Results: Enter the use of results



Click yellow button and select Save and Return.

C. Program Outcome: Related Data

A course outcome can be linked to a program outcome.

PLO Assessment > Summary of Data

Related Summary of Data

2015-16 Criterion Met 04/21/2016

Use of Results

Use of Results The Summary of Data results indicate that we have met our criterion for this particular SLO. Next year, during the review process we will

Follow-Up

Assignment

Related Documents

Related Summary of Data



Triangle:

Click the Triangle to expand an outcome



Triangle:

Click the Triangle to expand an assessment method



Plus Sign:

Click the Plus Sign to add related summary of data

Accounting and Management

BUSM 20 (VOC) Principles of Business

BUSM 20 SLO 1. ... able to list and explain the f... upon which business is built and the economic challenges facing the United States

Directly related to Objective

Survey A student survey will be conducted

Criteria for Success ... assessment tool will score 3 or above, indicating that they agree or strongly agree that they possess the stated skill or ability.

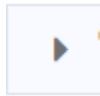
Criterion Met 2021-22 03/07/2022
96.38% o.

Use of Results

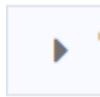
Use of Results The St ... criterion for this particular SLO next year, during the review p... We will revisit the SLO to determi ... 2

Follow-Up

Criterion Met 2018-19 04/17/2019
... % of course completers who completed the SLO assessment tool scored 3 or above. (usc ...)



Triangle: Click the Triangle to expand a unit to show courses



Triangle: Click the Triangle to expand a course to show outcomes



: Check the box to link course level data and use of results to a unit level outcome assessment.

Part 4: Mapping

The College's Institutional Level Outcomes (ILOs) are:


- Communication
 - Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.
- Critical Thinking
 - Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
- Information & Technology Literacy
 - Students use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.
- Personal, Social, Civic, and Environmental Responsibility
 - Students demonstrate awareness and respect for personal, social, and civic responsibilities.




A. Program Outcome to ILO

Select the 'hamburger menu' from the upper left hand corner



Click on PLO Assessment, then Mapping.

 On this screen, map the unit level AUOs and SLOs to the Institutional Level Outcomes (ILO).

ILO: Institutional Level Outcomes	Program Outcomes		
Goals	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the ...	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment ...
ILO ILO # 1. Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.			
ILO ILO # 2. Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas ...			
ILO ILO # 3. Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.			
ILO ILO # 4. Students demonstrate awareness and respect for personal, social, civic, and environmental responsibilities.			

ILO Selection: At the top of the grid, use the drop down box to select ILO: Institutional Level Outcomes

Mapping: Click in the box to make a checkmark for those unit outcomes that link to the ILO.



Click the yellow Save button

Part 5: Standard Reports

Select the 'hamburger menu' from the upper left hand corner

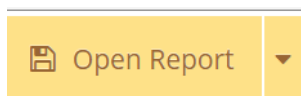


Click on PLO Assessment, then click Standard Reports.

Unit Reports	
1. Assessment Plan - Three Column	This report shows the Outcome Statement - SLO or AUO. The report
2. Assessment Plan - Narrative	This report shows the Outcome Statement - SLO or AUO and any re in a narrative layout. In addition, an
Assessment: Goals & Outcomes	This report shows the Outcome Statement - SLO or AUO. This may reportable fields from the General
Documents List	This report list all documents (files)
Relationships and Assessment: Outcome Statement - SLO or AUO by ()	This report shows the and any Out Unit Assessment data for each Out Up. To just see the Mapping relatio
Summary: Course Outcomes by	This report shows a quantitative su

Select the blue name of the report to access and run the report.

Select the desired report layout and filters



Click the yellow Open Report button to generate the requested report.