

Effective reporting: objectives & outcomes

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Things to remember when reporting your results:

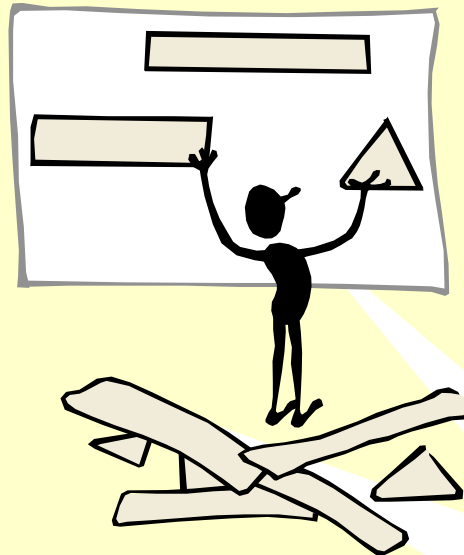
- ✉ Know your audience
- ✉ Keep it simple
- ✉ Don't bury them in data
- ✉ If you haven't done it, you're not going to fool them

Where to start?

Terms	Definition	Some other terms for same concept
Objectives	Statements that describe the expected accomplishments of graduates during the first few years after graduation.	Goals, outcomes, purpose, etc.
Outcomes	Statements that describe what students are expected to know and able to do by the time of graduation.	Objectives, standards, etc.
Performance Criteria	Specific, <u>measurable</u> statements identifying the performance(s) required to meet the outcome; confirmable through evidence.	Standards, rubrics, specifications, metrics, outcomes, etc.
Assessment	Processes that identify, collect, use and prepare data that can be used to evaluate achievement.	Evaluation
Evaluation	Process of reviewing the results of data collection and analysis and making a determination of the value of findings and action to be taken.	Assessment

Detailed published educational objectives that are consistent with the mission of the institution and these criteria

✉ Use “pictures” wisely



A process based on the needs of the program's various constituencies in which the objectives are determined and periodically evaluated

- ✉ **Who are your constituents?**
- ✉ **How are they involved?**



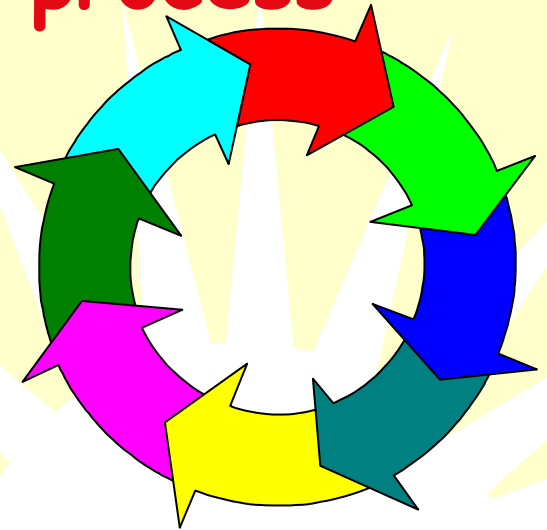
A curriculum and processes that ensure the achievement of these objectives

- ✉ Describe the process you used to verify that your curricular strategies are related to your learning objectives.



Ongoing evaluation that demonstrates achievement of these objectives and uses the results to improve the effectiveness of the program

- ✓ Briefly describe the process you use to evaluate your objectives
- ✓ Include information on the process you use to “close the loop”



Assessment process with documented results. Evidence that the results are applied to the further development and improvement of the program.

- ✓ **Keep in simple**
- ✓ **Be precise**
- ✓ **Don't tell everything you know**
- ✓ **Use appendices wisely**
- ✓ **Have supporting documentation available when they arrive**

Writing "THE" Report (outcomes)

Do's

- ✓ Start early
- ✓ Remember, you can't do everything!!!!
- ✓ Develop an outline...AND use it
- ✓ Be direct
- ✓ Be clear
- ✓ Be efficient
- ✓ Use ABET guidelines

Don'ts

- ✓ Don't be afraid to admit that you are not where you want to be
- ✓ Don't bury the team in data
- ✓ Don't go too high tech
- ✓ Don't overlook program criteria