

**Santiago Canyon College**  
**Student Services**  
**Student Learning Outcomes Annual Report**

1. Program-Department Name
  
2. Program-Department Mission Statement
  
3. Student Learning Outcome(s)
  
4. Methods
  - a. With criteria for each outcome
  - b. Add limitation, if applicable
  
5. Implementation of Assessment Process: Who? How? When?
  - a. Identify who is responsible for doing each step in the evaluation process (list all of the individuals involved in the assessment process).
  - b. Outline the timeline for implementation
  - c. Identify who will be evaluated
  - d. Identify other programs who are assisting with the evaluation
  - e. Identify who is the intended user of the data that will be collected
  
6. Results
  - a. Summarize the results for each outcome
  - b. Summarize the process to verify/validate the results
  
7. Decisions and Recommendations
  - a. Summarize the decisions/recommendations made for each outcome
  - b. Identify the groups who participated in the discussion of the evidence that led to the recommendations and decisions.
  - c. Summarize the suggestions for improving the assessment process (including improvement of outcome, evaluation methods, criteria, etc.)
  - d. Identify when each outcome will be evaluated again (if the outcome is to be retained)
  - e. Identify those responsible for implementing recommended changes