

Outcome Quality Checklist

A quick check for any SLO or program outcome before you commit to it

Use this checklist when you write new outcomes or review existing ones. It follows **Criterion 1** of Berea's Rubric for Evaluating Annual Assessment Reports, which looks at the clarity, quality, and appropriateness of outcomes.

For each outcome

Check	Question	Yes / No
Observable	Does it use an action verb that names something you can see or measure (not "know" or "understand")?	
Specific	Does it describe one competency or result, not several joined by "and"?	
Assessable	Can you name at least one realistic way to gather evidence of it?	
Person-centered	Does it say what students (or users) will do, not what the program will offer?	
Meaningful	Would faculty or staff in the area agree it matters?	
Aligned	Is it addressed in more than one regularly offered course or activity?	

For the full set

Check	Question	Yes / No
Right number	Is the set within Berea's range (four to six SLOs for majors; four to eight for support programs; four to six for administrative offices)?	
Coverage	Together, do the outcomes capture what matters most about the program?	
Manageable	Can you assess every outcome at least once in a three-year cycle?	
Published	Are the outcomes current in the College Catalog and on your web page?	

A useful test: read the outcome to a colleague outside your field. If they can picture what a student would be doing to show it, the outcome is probably clear enough to assess.

Created in collaboration with Claude AI.