**Hostos Community College Annual Assessment Report**

**AES Glossary of Terms**

# Section I: What did you do this year? (AES)

This section asks for an academic-year report from the perspective of the department/unit/program/committee.

**Goal**

The goal is the impact of the department/unit/program activities on people, places, or processes. It should be written as “[This people, place, process] will [be impacted in this way].” For example, “students will be able to access scholarship opportunities that suit their needs” or “the surrounding community will be aware of cultural events.”

**Strategic Planning Goal**

This is a college-wide target identified to achieve a measurable/intended outcome.[[1]](#footnote-1) These goals are outlined in the Hostos Strategic Plan. You need to select the appropriate Strategic Planning Goal that aligns with the department/unit/program goal you developed. The Hostos Strategic Planning Goals can be found here: <http://www.hostos.cuny.edu/StrategicPlan/>.

**Activity**

Action or event developed and implemented to achieve a goal.

**Results**

Outcomes that are achieved and are measured or quantifiable after activities are implemented.

**Proposed Action**

The plan of action or activities developed after assessing and analyzing the results you intended to achieve. This plan should be informed by what worked or did not work.

# Section II: How did it go? (AES)

**Support/Learning Outcome**

**Support Outcomes:** Statements that describe the intended change a result of an administrative, educational support or student support (AES) action. These include many different kinds of practices and processes and/or involve stakeholders other than students (staff, faculty, the community at large). Support Outcomes must be measurable and linked to the Strategic Plan. AES actions are found at Hostos in all units and offices which, directly or indirectly, provide services to the students and the College.

**Student Learning Outcomes:** Statements that describe the knowledge, competencies and/or skills which students are expected to demonstrate as the result of instruction, programs, curricula, and/or activities. Learning Outcomes must be measurable and these need to be aligned with the institutional learning outcomes. Student Learning Outcomes occur at various scales, including at the course level (course learning outcomes), and the program level (program learning outcomes) and at the institution level (institutional learning outcomes).

**Institutional Learning Outcomes (ILO)**

The knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experience at Hostos including both curricular and co-curricular activities. Hostos’ ILOs are aligned with our Mission statement, specifically the six mission themes.

**Strategic Planning Goal (SP Goal)**

This is a college-wide target identified to achieve a measurable/intended outcome.[[2]](#footnote-2) These goals are outlined in the Hostos Strategic Plan. You need to select the appropriate Strategic Planning Goal that aligns with the department/unit goal you developed. The Hostos Strategic Planning Goals can be found here: <http://www.hostos.cuny.edu/StrategicPlan/>.

**Method of Assessment**

There are two approaches to assessment—direct and indirect assessment.  Direct is looking at evidence of learning or performance, and indirect is looking at perception of learning or performance.

Examples of direct measures of student learning are course exams, assignments and term papers, licensing or other external exams, student portfolios, capstone projects, etc.Examples of indirect measures are surveys, focus groups, and supervisor evaluations. There are other types of data that may not document student learning per se but can help support the perception of student learning or performance such as enrollment, graduation and job placement rates.

**Findings**

Your findings include the measurable results of your activities and what was learned from those activities or what the impact is towards meeting the goal. You should use data as evidence for these results, and explain your conclusions. Findings are used to determine next actions or activities and should consider any issues faced while making progress towards the goal.

**Proposed Action**

The plan of action or activities developed after assessing and analyzing the results you intended to achieve. This plan should be informed by what worked or did not work.

# **Section III**: What do you need?

**Proposed Action**

The plan of action or activities developed after assessing and analyzing the results you intended to achieve. This plan should be informed by what worked or did not work. These are the same proposed actions that you developed in Sections I and II.

**Resources or Support**

**Human Resources** – administrative, academic and non-academic staff, college assistants, work study students and external stakeholders working together to ensure the effective and efficient delivery of services. Working together and problem solving with colleagues to find creative solutions to address resource shortages. For example, this may include reallocation of responsibilities, changes to organizational charts/supervisory structures, etc.

**Physical/Material Resources –** the tangible resources such as the structures and facilities (classrooms, laboratories, library, offices, theaters, studios and recreational areas), hardware, software, vehicles, equipment and supplies that directly and indirectly contribute to the organizational goals.

**Financial Resources –** sources of funding and a budgeting system that provides a comprehensive framework to identify the academic and fiscal strategy for accomplishing the college’s mission and goals.

**Time Resources –** maintaining or increasing the effectiveness and efficiency of academic and administrative operations.

In higher education, effective provisioning/allocation and utilization of resources is pivotal in achieving the institution’s mission, goals and objectives and facilitation of teaching/learning and administrative processes.

1. The measurable/intended outcome: A way to quantify or qualify the result you intended to achieve. [↑](#footnote-ref-1)
2. The measurable/intended outcome: A way to quantify or qualify the result you intended to achieve. [↑](#footnote-ref-2)