Create course binder:
Place course syllabus 1st.
Divide binder in sections by outcome.

Create learning objectives - outcome matrix (place 2nd) & outcome checklist (place 3rd):
List all outcomes the course is supposed to satisfy.
Under each outcome list pertaining activities & assignments.

Collect student work samples & selected lecture material. A sample may fit under several outcomes; place each sample under the 1st outcome it fits.

Administer end-of-term student surveys w. questions from all outcomes pertaining to the course. Provide survey results summary (place 6th).

Implement course improvements in the next course offering.

Recommend course improvements in content / delivery as needed.

Create a column for each outcome in the course grading spreadsheet. Add points for each outcome in the appropriate column (some assignments may be counted in more than one outcome). (place 5th)

Look at the data:
Student performance by outcome (points)
Student confidence by outcome (survey responses). Write outcome analysis (place 4th)

Performance target 1 met?
70% of students @ 70% level in each outcome

Performance target 2 met?
70% of survey responses "agree" in each question

The course is satisfactory

Students = legends in their own minds!