

SLO/SAO Coordinator Checklist

I. Quality Check

- Review current CSLOs/PSLOs/SAOs and identify areas that need new or revised outcomes.
- If a SLO/SAO needs to be deactivated, this should not be done before assessment data is inputted but needs to be done before the final CSLO report is run (typically two weeks prior to the start of the following semester), which is the master list of CSLOs for the syllabi.
- Submit new CSLOs/PSLOs/SAOs via eLumen if needed
 - Map a new CSLO to PSLOs, as needed, before submitting
- CSLOs/PSLOs/SAOs are reviewed at all SLO Committee meetings.
 - Check eLumen INBOX for feedback from the SLO Committee.
- Check all existing CSLOs to verify that mapping to PSLOs and ISLOs is complete.

II. Planning, Assessing and Analyzing CSLOs, SAOs and PSLOs

A critical part of assessment is reflecting on assessment results to improve student learning through collegial dialog. It is part of the continuous cycle of collecting assessment results, evaluating them, using the evaluations to identify actions that will improve student learning, implementing those actions, and then cycling back to collecting assessment results

Guidelines:

- When a course with multiple sections is going to be assessed, we recommend that multiple sections be assessed. This will allow faculty to make stronger conclusions concerning assessment results. This is also useful when investigating differences between day, evening, online courses.

1. Planning:

- Acquiring sufficient data for meaningful analysis is the goal. What this looks like (i.e., the number of semesters) will differ depending on the number of sections and total number of students, and needs to be tailored to fit the needs of the discipline.
- Common assessments should be used. Note: different activities can be used for common assessments.
- Analysis Plan: Establish a timeline for meaningful analysis of all CSLOs and PSLOs within a three-year cycle.

Helpful Reports

- “ISLO/PSLO Summary Map by Course/Content”
- “SLO Performance – By Division, Course, CSLO”
- “Faculty Participation Report”

2. Implementing and Automating the Plan:

- Use the automatic email function in eLumen to push out common assessments with reminders periodically throughout the semester (e.g., at the beginning and end of the semester). Include in the email a reminder to complete the reflections template as part of entering eLumen data.
 - Run “Faculty Participation Report” and follow up with instructors if necessary

3. Analyzing SLO Data with Meaningful Dialogue:

- Analyze SLO/SAO data and use the information to drive discussion in meetings with all participating faculty (full time and adjunct).

Reports Needed

1. “SLO Performance – By Division, Course, CSLO”
2. Instructor reflections are found attached to the assessment.

- Document analysis to make informed decisions and for accreditation
 - Keep documentation for future discussions, as supporting evidence for equipment, faculty, or staff requests, and for accreditation.
 - Canvas may be used for storing documentation:
 - Each discipline can request "non-instructional courses" in which they can use for SLO purposes. Several disciplines have already set up such courses on Canvas. Here is the link to request Canvas non-instructional courses: http://laspositascollege.edu/onlinelearning/canvas_non-instructional.php

For help, attend a workshop or contact the SLO liaison, Angelo Bummer, or the SAO liaison, Michael Schwarz.

**Expanded explanations are available in the SLO Handbook;
a PDF is available on the SLO Committee webpage.**