

[Draft] SLO Assessment Calendar

Instructional Assessment

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| Aug./Sep. | <ul style="list-style-type: none">● Division coordinators consult the Four-Year Assessment Plan to determine which CSLOs and PSLOs to assess in the coming year. The four-year plan should be updated as needed.<ul style="list-style-type: none">○ Does the list of courses in the plan reflect the most recent catalog/curriculum approvals?○ Are the SLOs for each course accurate and up to date?○ Are there any inactivated courses or CSLOs that need to be removed?○ Are all programs and PSLOs listed in the plan accurate and up to date?○ Are there any inactivated programs or PSLOs that need to be removed?● Division coordinators plan fall semester CSLO assessments, following the four-year plan.<ul style="list-style-type: none">○ Coordinators push out section assessments and communicate those assignments to faculty.○ Faculty confirm that assessment scorecards show up on their eLumen dashboards.○ Discipline faculty collaborate on upcoming semester CSLO assessments in light of current program and discipline plans. |
| Sep./Oct. | <ul style="list-style-type: none">● Annual Discipline Assessment Conference (Concurrent with Program Review)<ul style="list-style-type: none">○ Prior to program review, division coordinators schedule assessment conferences for each discipline in the division. Prior to those meeting, division coordinators use eLumen to plan:<ul style="list-style-type: none">▪ A course-level action plan for each course assessed in that division in the previous year, and▪ A single program-level action plan for each program in the division.▪ These plans are pushed out to the department and program levels for the current fall term and are to be used in the annual discipline assessment conference.○ Division coordinators convene discipline assessment conferences; faculty review and discuss CSLO assessment results from the previous year or years as they relate to current PSLO outcome assessment.<ul style="list-style-type: none">▪ Prior to the meeting, coordinators generate and distribute SLO Summary assessment reports for a) PSLOs currently up for assessment and b) assessed courses within each discipline for the current year or years, going back as far |

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| | <p>as needed to ensure there is sufficient course assessment data to adequately assess the current PLO that is up for assessment.</p> <ul style="list-style-type: none"> ▪ During the meeting, faculty review course assessment results from the previous year. <ul style="list-style-type: none"> • A course-level action plan is completed for each course assessed in the previous year within that discipline, reporting themes and trends and documenting specific improvement actions. • If appropriate, course-specific improvement actions are listed as program actions in program review. ▪ Course assessment results are also used to assess the current PSLOs up for assessment. <ul style="list-style-type: none"> • A program-level action plan is completed for each program in the division, documenting program assessment dialog related to the current PSLO(s). • Resulting program-specific improvement actions are listed as program actions in program review. |
| Nov./Dec. | <ul style="list-style-type: none"> • CSLO assessment conducted by individual faculty • Assessment results reported using eLumen <ul style="list-style-type: none"> ○ Each individual faculty enters section-level assessment results for each section of an assessed course they are currently teaching. ○ Each faculty should complete at least one reflection per each assessed course. |
| Jan./Feb. | <ul style="list-style-type: none"> • Division coordinator plans spring semester CSLO assessments, following the four-year plan. <ul style="list-style-type: none"> ○ Division/department coordinators push out section assessments and communicate those to related faculty. ○ Faculty confirm that assessment scorecards show up on their eLumen dashboards. ○ Discipline faculty discuss upcoming semester CSLO assessments in light of current program and discipline plans. |
| Mar./Apr. | <ul style="list-style-type: none"> • Annual Institutional Effectiveness Conference <ul style="list-style-type: none"> ○ Conduct GE assessment for the year ○ Conduct ILO assessment for the year |
| May | <ul style="list-style-type: none"> • CSLO assessment completed by individual faculty • Assessment results reported using eLumen <ul style="list-style-type: none"> ○ Each individual faculty enters section-level assessment results for each section of an assessed course they are currently teaching. ○ Each faculty should complete at least one reflection per each assessed course. |

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| | <ul style="list-style-type: none">• Deadline for all reports and reflections from fall and spring: Close of the academic year |
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Student Services Assessment

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| July | <ul style="list-style-type: none">• Using the two-year SLO assessment plan as a guide, directors and their teams identify the SLOs in their respective areas that are to be assessed in the <u>upcoming</u> academic year<ul style="list-style-type: none">○ Decide on a method that will be used to assess the outcome(s)○ Assign responsibilities as needed○ Schedule assessment |
| Sep./Oct. | <ul style="list-style-type: none">• During annual program review, service areas reflect on SLO assessment activities and results from the <u>prior</u> academic year.<ul style="list-style-type: none">○ Include the results of last year's SLO assessment among "program indicators." Discuss any noteworthy trends.○ Report on any assessment related changes implemented in the prior year (e.g., initiatives put into place ; document departmental discussion on the relative success of those changes○ Discuss any future changes that may be warranted as a result of this latest assessment results. Add to program plans as needed. |
| Oct - June | <ul style="list-style-type: none">• Conduct SLO assessment as planned. Maintain internal documentation of assessment results, to eventually be recorded in subsequent years' program review• Effective deadline is following year's program review |