

SLOAC WORKSHOPS

SPRING 2013/ MARCH 8 FLEX

WHAT: **Completing the Assessment Cycle and Other Related Tasks**

Please consult Karen Wong's e-mail for the Spring 2013 Assessment Toolkit. If you'd like assistance from SLOAC members on March 8, please e-mail Karen Wong by Wednesday, March 6, identifying your department, where you're meeting, and a brief explanation of what you need. She will try to arrange for someone to assist your department.

By the end of this semester, your department is expected to (1) assess at least one SLO per active course taught this academic year and enter the information into [Tracdat](#), (2) assess the department's PSLOs by analyzing course level assessment results via [Tracdat](#), (3) create a three-year calendar of assessment for Fall 2013- Spring 2016 in which all SLOs are assessed, and submit it to [Sherrie Prasad](#) in the Office of Instruction, (4) complete an [annual program planning form](#) (unless completing a comprehensive program review).

Friday morning's Flex activities will be determined by your individual department and are specifically designed to help your departments move closer to completing SLO and PSLO-related work. Please contact your specific division office for information about the times, activities and locations planned for this day.

Refer to Karen Wong's 2/26 e-mail for the Spring 2013 Assessment Toolkit. If you'd like assistance from SLOAC members on March 8, please e-mail Karen Wong by Wednesday, March 6, identifying your department, where you're meeting, and a brief explanation of what you need. She will try to arrange for someone to assist your department.

WHEN: 9- noon

WITH WHOM: your departmental colleagues

WHERE: the place you designate

WHAT: **Coaching Session to Assess and Complete the Assessment Cycle**

- This session is for anything related to assessment, such as what you can do with the results, how do you evaluate core skills, what is success criteria, etc.

WHEN: 1- 2:30

WITH WHOM: Assessment Coach, SLOAC Committee Member and Communications Instructor Michael Bishow

WHERE: 6203 (Bring your internet- enabled laptop for optional TracDat entry.)

WHAT: Coaching Session to Document Assessment in TracDat and Run Reports

WHEN: 1- 2:30

WITH WHOM: SLOAC Coordinator Karen Wong

WHERE: 2117B

Please note that this workshop is by invitation only, or contact your Dean and then

Fall 2012

Catching up with TracDat

With accreditation just around the corner, and with TracDat being used as the primary vehicle to gauge our College's SLOAC efforts, it's absolutely critical that your TracDat entries reflect what your department has accomplished thus far in assessing your SLOs, especially so any resultant action plans or requests for resources. This informal gathering is intended for those of you who work best with time set aside, colleagues to collaborate with, and immediate assistance if you get stuck. Upload course level and program level SLOs, assessment plans, instruments, results, and action plans; and map course level SLOs to PSLOs and ISLOs. To save time, have access to your electronic files so that you can copy and paste the information and upload any necessary documents, such as surveys, rubrics, test questions, and excel spreadsheets.

Please note that this workshop is by invitation only, or contact your Dean and then Karen Wong at least a day before the workshop about participating.

SPRING 2012 SLOAC FLEX WORKSHOPS

The spring flex day, which is on Friday, March 9, is less than two weeks away, but you've still got time to think about which SLOAC workshops you'd like to attend. (Non SLOAC workshops also will be offered.) **Please e-mail Karen Wong** at wongk@smccd.edu **to reserve your spot** and ensure that there are enough handouts. And for your pleasure, the College will be providing lunch so that you can enjoy some down time with your colleagues between workshops.

Cheers,

Karen

1) Getting Quick and Easy Feedback about Student Learning via CATS (Classroom Assessment Techniques)

Have you ever reached the end of a unit and realized that you could have better taught one step that would have helped students to better perform on their culminating project or exam? By using the simple assessment tools of CATS (Classroom Assessment Techniques), you can gain insights into how to improve the quality of student learning early enough to make changes, which in turn will increase your effectiveness as a teacher (a.k.a. a formative assessment). Learn some quick and easy methods to assess what our students are getting out of class from Angelo and Cross' Classroom Assessment Techniques (CATS), in addition to identifying the appropriate techniques suited for assessing your particular teaching goals. All Skyline faculty participants who complete the workshop will receive a copy of Angelo and Cross' book.

When and Where: 9- 10:30 a.m., Room 8222

With Whom: English Professor Lucia Lachmayr and friends

2) Using Web Access to Administer Quizzes and Get Instant Assessment Data

Did you know that as long as you're teaching a class in our District, you have access to a comprehensive online learning system called WebAccess that can enhance your instruction? In this workshop, learn how to configure your quizzes on WebAccess so that you can get valuable feedback about student learning. In addition to being able to see individual student results, you also can see data about how the class performed on the entire quiz, and even how they answered each question. Thus, it's not only easy to complete the assessment cycle, but also you'll know which questions students struggled with and why, which can lead to more teachable moments.

When and Where: 10:45 a.m.- 12:15 p.m., Room 2117A

With Whom: Biology Professor Nick Kapp & Tech Guru Jim Petromilli

3) Documenting Assessment Efforts with TracDat

TracDat, a user friendly database, was acquired to help faculty and staff manage the SLOAC process and determine how assessment results can inform subsequent action plans. This workshop will provide an overview of the database and be a working session so that you can upload SLOs, assessment plans, and instruments for at least one course. And if there's time, you also can upload PSLOs and map course level SLOs to PSLOs and ISLOs. To that end, please have access to your electronic files so that you can copy and paste the information and upload any necessary documents, such as surveys, rubrics, or even test questions.

Please note that this workshop is by invitation only, or contact your Dean and then Karen Wong prior to the workshop about participating.

When and Where: 9- noon, Room 2117B

With Whom: Astronomy Professor Chandra Vanajashki, with Administration of Justice Professor Steve Aurilio and Andrea Nissen assisting

4) Analyzing Course Level Assessment Data

Do you feel dizzy when confronted with a spreadsheet, or excited by the possibilities that it offers? In either case, this workshop is for you. Learn how to tease out meaning and queries from data about how to improve student success, in this case your assessment data. To get the most out of this workshop, *send Karen Wong a copy of your data by Wednesday, March 7*, so that we can analyze it in the workshop: how to configure it, how to represent it graphically, how to tease out meaning, and anything else you're interested in.

When and Where: 1-2 p.m. in Room 8222

With Whom: Dean of Research and Planning Rob Johnstone and Research Analyst David Ulate

Fall 2011 TracDat Workshops

What: TracDat, Level I with Jan Fosberg and Dennis Wolbers

When & Where: Tuesday, August 16, 1-3 in Room 2117A

TracDat, a user friendly database, was acquired to help faculty and staff manage the SLOAC process and determine how assessment results can inform subsequent action plans. This workshop will provide an overview of the database and be a working session so that you can upload SLOs, assessment plans, and instruments for at least one course. To that end, please have access to your electronic files so that you can copy and paste the information and upload any necessary documents, such as surveys, rubrics, or even test questions.

Please note that this workshop is by invitation only, or contact Karen Wong and your Dean prior to the workshop about participating.

What: TracDat, Level II (Prerequisite: TracDat, Level I) with Karen Wong

When & Where: Tuesday, August 16, 1-3 in Room 2117B

Now that you've entered course level assessment materials, the next step is to upload PSLOs and map course level SLOs to PSLOs and ISLOs. Aligning course level SLOs will enable you to draw from course level assessment results to assess PSLOs. This mapping is extremely critical for demonstrating that you are assessing on the program level since course level assessments can be used to assess on the program level if fewer than 20 students receive degrees or certificates in your program. And aligning course level SLOs will not only enable you to determine how your course help students to fulfill those ISLOs, but also provides useful data for the campus to assess said ISLOs. You'll also learn how to generate reports on the course and program level. As with Level I, please have access to your electronic files for ease of uploading.

Please note that this workshop is by invitation only, or contact Karen Wong and your Dean prior to the workshop about participating.

January 2010 Flex

DRAFTING PROGRAM LEVEL SLOs

When: Thursday, Jan. 13, 1-3

Where: Room 8220

With whom: Karen Wong & Luciana Castro, SLOAC Steering Committee Members

What: By the end of the spring semester, *all departments that undergo program review are required to: (1) draft PSLOs, also known as departmental level SLOs, (2) map core courses to PSLOs, and (3) determine whether additional assessments need to be designed and implemented.*

By the end of this workshop, you will have a set of draft PSLOs. To get the most out of it, attend with at least one of your departmental colleagues, a laptop, a copy of the *SLOAC Framework* (if you don't have one, e-mail Karen to request a copy), and the handout that you can download from the website.

Reserve your space by contacting Karen at wongk@smccd.edu.

TRACDAT, LEVEL ONE (by invitation)

When: Thursday, Jan. 13, 9-12

Where: Room 2117B

With whom: Karen Wong & Michael Bishow, SLOAC Steering Committee Members

What: If you've been identified by your Dean as the assessment coordinator for your department, and by extension the TracDat coordinator, *it's extremely critical that you participate in the training* by the end of this semester. TracDat is a database management system which will make it much easier to document your department's assessment efforts. It will be a working session so that you can load up any SLOs, assessment plans, and instruments for at least one course during those three hours. To that end, please bring your word or acrobat files on your flashdrive so that you can copy and paste the information and upload any necessary documents, such as surveys, rubrics, or even test questions.

Please note that this same workshop will be offered on Friday, March 11, from 9-12. However, if you get a head start in the January workshop, you'll have enough time to become adept with using this user-friendly database to be prepared for the second level of training on March 11. If you already attended a training, you also are welcome to participate to refresh your working knowledge.

Reserve your space by accepting the invitation Karen sent you via Outlook. Please contact her if you have any questions.

9-10:15 KICK- OFF MORNING SESSION

If you intend to participate in any of the SLOAC activities today, be sure to start with this morning session. Do you question the worth and purpose of assessing? Do you wonder how and where to begin? Do you know what to do with the data once you've generated it? Today's morning session is intended to address queries such as the aforementioned. We'll give you a bird's eye view of what's involved, featuring two faculty who have completed the cycle reflecting on their assessment experiences, as well as tools to manage the assessment process. And come to claim your freshly revised copy of Skyline's SLOAC Framework!

Who: SLOAC Coordinator Karen Wong, President Vicki Morrow, Administration of Justice Professor Steve Aurilio, Biology Professor Chris Case, Math Professor Rick Hough, & Math Professor Vanson Nguyen

Where: Room 2306

10:30- 12 WORKSHOPS ON ASSESSMENT PLANS

1) **WORKSHOP ONE: CREATING ASSESSMENT PLANS**

If you have little or no experience writing an assessment plan, then this workshop is for you. Now that you've written SLOs for at least one course, the next step is to write an assessment plan that measures the extent to which your students are achieving those outcomes. This systematic effort to gather and analyze evidence of learning and performance often integrates methods that you already use to evaluate student work. Upon completion of this workshop, you will be able to (1) describe some guiding principles of assessment, (2) explain various assessment approaches that are employed by model assessment plans, and (3) create a draft of an assessment plan for one SLO that employs assessment criteria.

Recommended: Bring your copy of *The SLOAC Framework* and SLOs for at least one course or student services unit.

Who: Cosmetology Professor Regina Pelayo, Librarian Dennis Wolbers, and Mathematics Professor Soodi Zamani

Where: Room 7310

2) **WORKSHOP TWO: GETTING FEEDBACK ON DRAFT ASSESSMENT PLANS**

If you've drafted an assessment plan but feel stuck or want to get feedback before implementing it, then this workshop is for you.

Recommended: Bring your copy of *The Framework* and ten copies of your draft assessment plan.

Who: SLOAC Coordinator Karen Wong and friends.

Where: Room 7111

3) OPTION TO THE TWO WORKSHOPS: WORK IN PROGRAM/ DEPARTMENTAL CLUSTERS.

Use the designated time to work with your colleagues in your program/ department. *If you would like assistance from members of the SLOAC Rapid Response Teams, e-mail Karen Wong at wongk@smccd.edu by Monday, March 9, with the location of your meeting, or sign up at the first morning workshop.*

NOON- 1 LUNCH IN THE STUDENT CENTER, HOSTED BY SKYLINE

1-2:30 WORKSHOPS ON ASSESSMENT INSTRUMENTS

1) WORKSHOP ONE: DESIGNING SURVEYS

Join us for a hands-on workshop designed for the beginner to advanced user of classroom and college-wide survey assessment. You'll learn about the principles of survey instrument design, and then critique and construct some valid survey questions and scales. You also will learn about the major components of a survey plan, and then draft one. In addition to evaluating student work (a.k.a. "direct assessment"), you can also gain insights about student learning with surveys (a.k.a. "indirect assessment").

Who: Sociology Professor Michael Moynihan and Speech Communications Professor Michael Bishow

Where: Room 7109

2) WORKSHOP TWO: CREATING RUBRICS (A.K.A. IN SEARCH OF THE ULTIMATE COOKIE)

Are you interested in making your evaluative criteria crystal clear to students? in grading more efficiently than presently? in implementing departmental-wide assessments? Or do you simply enjoy discerning the qualities of the ultimate cookie? Then this introductory workshop is for you, as your main task will be to draft a rubric for evaluating cookies. More generally, a rubric is a scoring tool used to evaluate an assignment, performance, or product, such as essays, research reports, portfolios, works of art, recitals, oral presentations, and group activities. It identifies the primary characteristics (a.k.a. "traits") of the item being rated and describes levels of performance criteria for

each characteristic. After drafting a cookie rubric, you will have all the tools you need to develop a rubric for one of your major assignments or outcomes.

Who: SLOAC Coordinator and Cookie Aficionado Karen Wong

Where: Room 7111

3) WORKSHOP THREE: USING CLASSROOM ASSESSMENT TECHNIQUES

Have you ever reached the end of a unit and realized that you could have better taught one step that would have helped students to better perform on their culminating project or exam? Using the simple assessment tools of CATS (Classroom Assessment Techniques), faculty can gain insights into how to improve the quality of student learning earlier on in instruction which leads to more formative feedback for students as well as more immediate feedback into our teaching effectiveness. Learn some quick and easy methods to assess what our students are getting out of class from Angelo and Cross' Classroom Assessment Techniques (CATS), in addition to identifying the appropriate techniques suited for assessing your particular teaching goals.

Who: English Professor Lucia Lachmayr, Learning Center Basic Skills Specialist & Tutor Coordinator Felix Perez, and Business Professor Christine Roumbanis

Where: Room 7310

4) WORKSHOP FOUR: ASSESSING LEARNING FROM LECTURES WITH "CLICKER" TECHNOLOGY

Instead of trying to gauge the class' comprehension from one or two students, you can easily poll the entire class with "clicker technology." This real-time data gives you more control over your lectures and enables you to adjust on the fly for each class. Noting how invaluable the technology has been to him and his students, and how much his students love them, five-year user Tom Broxholm will show you how simple it is to set up your course, import your student list, integrate your questions into Powerpoint, and have fun with student feedback. As he notes, "Every semester it gets better and better." Also on hand will be John Burgess from eInstruction, who will show participants some of the latest technology and demonstrate how easy it is to use eInstruction to implement outcomes and assessments.

Who: Automotive Technology Professor and Computer Whiz Thomas Broxholm, with eInstruction's John Burgess

Where: Room 8103

SPRING 2008 FLEX

Last semester, we received a commendation for our SLOAC infrastructure from the accreditation visiting team, and we were encouraged to continue implementation. We are well on our way to revising course outlines with SLOs, and it is now time to focus our efforts on assessing whether students are achieving our SLOs and how we can best assist them.

At Skyline, we plan to update all course outlines with SLOs by Fall 2010, and each department is to implement an assessment plan next Fall. You are highly encouraged to participate in at least one of the following workshops, which apply toward flex credit, since support will not be available forever! For Skyline workshops, please contact Karen Wong at wongk@smccd.edu by **Monday, April 14**, to reserve a spot and receive copies of handouts. Please indicate if you need a copy of the Framework. Also note that Skyline has posted resources on our SLOAC website: <http://www.smccd.net/accounts/skysloac/index.htm>.

E-PORTFOLIOS FOR ASSESSMENT AND STUDENT SUCCESS

WHEN: TUESDAY, APRIL 15, 2 PM

WHERE: CANADA COLLEGE, 3-148

WHO: CSM PROFESSOR JEAN MACH, PROFESSOR OF ENGLISH, WAC (WRITING ACROSS THE CURRICULUM) AND SoTL (SCHOLARSHIP OF TEACHING AND LEARNING) COORDINATOR

WRITING SLOs

WHEN: TUESDAY, APRIL 22, 1-2:30

WHERE: ROOM 8220

WHO: CURRICULUM COMMITTEE CHAIR CHRISTINE ROUMBANIS & SLOAC
COORDINATOR KAREN WONG

Is your program up for program review next year or the following? Then this workshop is especially for you, since you must update all course outlines with SLOs as one step of program review. Upon completion of this hands-on workshop, you will be able to (1) explain the characteristics of a SLO, and (2) distinguish between an objective and a SLO. After having examined some models, you will (3) write draft SLOs for one course or student services unit, and (4) give and receive constructive feedback from other participants.

Recommended: Bring your copy of the Framework, official course outlines, syllabi, and major assignments/tests/projects to refer to as you shape your draft SLOs. If you have yet to receive a copy of the Framework, we will provide copies.

CREATING ASSESSMENT PLANS

WHEN:FRIDAY, APRIL 25, 1-3

WHERE: ROOM 8220

WHO: DIRECTOR OF RESEARCH AND PLANNING CATHY HASSON, LUCIA LACHMAYR, ARIEL VIGO, SLOAC COMMITTEE MEMBERS

Are you wondering how to integrate existing methods used to evaluate student work into your assessment process? Do you want to streamline your assessment process? Then this workshop is for you. Upon completion of this workshop, you will be able to (1) describe some guiding principles of assessment, (2) explain various assessment approaches that are employed by model assessment plans, and (3) create a draft of an assessment plan for one SLO that employs assessment criteria. A limited number of piloting grants are available for interested individuals.

Recommended: Bring your copy of the Framework and draft SLOs for at least one course or student services unit. If you have yet to receive a copy of the Framework, we will provide copies.

