



## SLOAC: WHERE ARE YOU AND WHERE YOU NEED TO BE

Four years ago you were asked to create a six-year assessment plan that includes course level assessments, and more recently, program level assessments-- *if* your program issues 20+ degrees and/or certificates. Given the College's plans to assess on the course, program, and institutional level, now is the perfect time to revisit your assessment calendar, taking into consideration the points below. Attached is a template created for your convenience, which you are asked to complete and send as an attachment via e-mail to the Office of the Vice President by the end of Spring, 2012.

***Does every course need to be assessed?*** No. Meaningful and sustainable are the operative terms here. Meaningful is satisfying your intellectual curiosity and your desire to better promote learning and student success. And sustainable is focusing your energies on "core courses" in your program whose assessment is likely to have the most widespread impact. As such, consider scheduling:

- courses in a prerequisite sequence;
- heavily enrolled courses (see the attached spreadsheet, which is also [under #2](#) on the SLOAC website);
- GE courses;
- courses that you're interested in troubleshooting;
- and/or courses that are central to a given ISLO.

Regarding this last bullet point, please note that the template includes a schedule of ISLO assessment in the bottom row. If you know that one of your "core courses" maps up to a given ISLO, schedule its assessment the same semester as the ISLO assessment. For if it is "central" to a given ISLO, you will likely be asked to assess the work of students with 36 + units with a rubric that we'll provide. While the SLOAC Assessment Committee will only request the results from those students' work, you're certainly welcome to apply the rubric to more students' work in your class, which you can then aggregate with other sections of the class for course level

assessment purposes. Thus in one fell swoop, you'll be able to fulfill a course level and ISLO assessment!

***How much needs to be assessed, and how frequently?*** All departments are expected to assess every year, uploading assessments, findings, and implications to TracDat. How might that play out? Once you identify your core courses, divide by six so that you can determine how many courses need to be assessed per year over a six-year program review cycle. For instance, if you have 12 core courses, then you'll need to assess at least two per year. If your program issues 20+ degrees/ certificates per year, then you'll also need to include a separate program level assessment. (Programs with fewer than 20 degrees/ certificates only need to revisit course level assessment results periodically.) In addition, should you make any revisions to curriculum, instructional delivery, and the like, you are encouraged to assess that course again so as to determine if the revisions had any palpable impact. As you become more practiced in assessment, add more courses to the subsequent six-year calendar of assessment.

***What are some sustainable ways to assess?*** (1) While multiple measures are good practice, sometimes they're not feasible, given our competing responsibilities. Thus, if only one measure is used, best is to evaluate a major assignment/ task that measures multiple SLOs. (2) If there are multiple sections of a given course, sample as opposed to evaluate all students in all sections. Consult with the Office of Research and Planning for advice on adequate sample sizes. (3) Use the parts of the ISLO rubrics that apply. You may be recruited to assess a given ISLO, such as effective communication, if your course is central to students fulfilling said ISLO. If that's the case, you'll be able to concurrently conduct a course level assessment and an ISLO assessment. (4) Rotate who will create and coordinate each course level assessment.

As always, please let Karen know if she and her SLOAC Steering Committee members can be of any assistance.

Best,

Michael Williamson, Vice President of Instruction; Rob Johnstone, Dean of Research and Planning; and Karen Wong, SLOAC Coordinator

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016- 2017
<b>(F) Fall</b>	<p>Which course(s) will you assess each semester? Consider listing a course that is "central" to the ISLO scheduled for assessment, such as "Effective Communication" for Spring 2012.</p> 					
<b>(SP) Spring</b>						
<b>ISLO Assessment Schedule</b>	<b>(SP) Effective Communication</b>	<b>(F) Critical Thinking (SP) Computer Literacy</b>	<b>(F) Information Literacy (SP) Citizenship</b>	<b>(F) Lifelong Wellness (SP) Effective Communication</b>	<b>(F) Critical Thinking (SP) Computer Literacy</b>	<b>(F) Information Literacy (SP) Citizenship</b>

## SLOAC CHECKLIST

- ❑ **Revisit and revise the six-year assessment schedule in collaboration with the appropriate faculty and/or staff, by the end of Spring 2012.**
- ❑ **Complete the cycle for courses scheduled for assessment: create and administer the assessments and instruments, discuss the results and implications, and determine an action plan if need be—ongoing.**
- ❑ **Include SLOs on syllabi—ongoing.**
- ❑ **Create a program level assessment if your program issues 20+ degrees/ certificates.** For instance, CTE programs can cite students' performance on licensing exams; or programs can administer a survey or facilitate a focus group with graduates/ certificate recipients; or programs can evaluate culminating experiences such as a capstone project, portfolio, etc.

Programs with fewer than 20 degrees/ certificates only need to revisit course level assessment results periodically, though they can do more if they want.

## SLOAC TRACDAT CHECKLIST

- ❑ **Upload assessments, instruments, results, action plans, etc., in TracDat-- ongoing.**
- ❑ **Give “names” to all course level SLOs in TracDat, replacing the current letters (ie., “a”) that are placeholders, by the end of Fall 2011.**
- ❑ **Map course level SLOs to ISLOs in TracDat by the end of Fall 2012.**
- ❑ **Enter PSLOs in TracDat under the SKY PROG-- \_\_\_\_\_ option from the pulldown menu by the end of Fall 2011.**
- ❑ **Map course level SLOs to PSLOs in TracDat by the end of Fall 2011.**

