Elements to Include in SLO Forms
July 27, 2012

Courses

Overview
At the beginning of the semester, for each course being taught, departments will submit a plan of the semester’s SLO activities:

- **Form C1**: Changes being made in the course based on previous assessments, with information about the results of those previous assessments and how they informed those changes.

- **Form C2**: A plan for assessment, analysis of data, and/or planning of changes for one or more learning outcomes, with dates when the assessment work will be done.

- **Form C3**: A statement that the department’s course SLO efforts are focused elsewhere, with a plan of when SLO work will be done in this course.

**Form C2** may also be completed for a course that’s not being taught, but for which data analysis or curricular planning will be done.

Throughout the semester, faculty will submit **Form C4** Assessment Reports to document the work being done.

**Form C5**: School Deans will provide bi-weekly reports to the VCAA on SLO progress

Form Elements

**Form C1: Report on Changes being made**
Course
Name of Lead Faculty
Name(s) of other involved faculty
Learning outcome(s) being addressed (copy & paste from outline)
Description of planned changes
Description of assessment data used to identify need for change
(optional) Link to additional documentation

**Form C2: Plan of Assessment Work**
Course
Name of Lead Faculty
Name(s) of other involved faculty
Learning outcome(s) being addressed (copy & paste from outline)
If assessments planned, description of assessments to be done, and date(s)
If analysis of data planned, dates analysis will be completed
If curricular changes planned, dates changes will be completed
(optional) Link to additional information
Form C3: No Planned SLO Activities
Course
Name of Lead Faculty
Name(s) of other involved faculty
Next Semester when assessment activities will take place
Next step (one or more of: outline revision, assessment, data analysis, planning of curricular changes, implementation of curricular changes)

Form C4: Report of SLO activities
Course
Name of Lead Faculty
Name(s) of other involved faculty
Step completed (one or more of: assessment, data analysis, planning of curricular changes)
Description of activities
(optional) Link to additional information

Form C5: School Dean Bi-weekly Progress Report
We should develop a rubric so that there’s consistency between school dean reports.

Programs

Overview
The following information needs to be submitted:
- A plan for the submission of mapping documents and, as necessary, program SLO’s to the Curriculum Committee
- Program SLO’s with their mapping to courses and identification of external measures
- Report of program SLO activities
The first two will

Form Elements

Form P1: Plan for Mapping
This will be a straightforward document, a grid with a list of programs down the side and a list of Curriculum Committee dates across the top.

Form P2: Mapping of Program SLO’s to course SLO’s and External Measures
Again, this should be a grid, with program SLO’s across the top and courses down the side. For each course in which a program SLO is addressed, departments will identify whether the program SLO is:
- Introduced
- Developed
- Mastered

Form P3: Report of SLO activities
Course
Name of Lead Faculty
Name(s) of other involved faculty
Step completed (one or more of: assessment, data analysis, planning of curricular changes, implementation of curricular changes)
Description of activities
(optional) Link to additional information