Accreditation Work Group Progress Form

Work Group Leaders: Please complete and submit this form to Gohar Momjian (gmomjian@ccsf.edu) and Grace Esteban (mesteban@ccsf.edu) via email by Thursday, August 16.

Recommendation number and topic:
4 – SLO/Instruction

Full recommendation text:
To fully meet Standard II Student Learning Programs and Services, the team recommends that the college identify the intended student learning outcomes at the course, program, general education, certificate and degree levels, develop and implement assessments of student learning, and analyze the results of assessment to improve student learning. The results of ongoing assessment of student learning outcomes should foster robust dialogue and yield continuous improvement of courses, programs and services and the alignment of college practices for continuous improvement.

Related standards:
- I.B; II.A.1.a, c, II.A.2.a- c, f, g-i, II.A.3, II.A.6, II.A.6.a, II.B.1, II.B.3, II.B.4, II.C.2; III.A.1.c; IV.A.2.b, IV.B.2.b

Work group members:
- Joanne Low
- Tom Boegel (lead)
- Fabio Saniee
- Samuel Santos
- Andrea Niosi
- Charles Metzler
- Vivian Ikeda
- Nadine Rosenthal
- Jane Sneed
- Katryn Wiese
- Dennis Piontkowski
- Rebeca Chavez

Provide the dates and times of all meetings held to date. For each meeting, please briefly describe the primary focus of the discussion that took place (1-2 sentences per meeting).

July 17: Initial meeting and orientation
July 24: Review of faculty and administrator roles; Initial discussion of roles, processes, and timelines/milestones for course, program, general education, and institutional SLO’s

July 31: Review of action plan for documenting course, program, and general education SLO’s; delegation of form creation.

August 7: Final approval of forms for course, program, and general education SLO’s. Reviewed data on course outline dates, with first review of timeline to get all course outlines to have approval dates within last six years.

Our next meeting is scheduled for August 21.

Describe your plans for addressing the recommendation. Include a brief paragraph describing each activity included on your timeline along with key dates for accomplishing those activities.

**Documenting Course SLO Efforts**. We have established a process by faculty and departments submit information about course SLO efforts. Departments have until August 31 to submit their semester plans. Additional data will be submitted as departments execute their plans. Results of both planning and execution phases will be/are published online (www.ccsf.edu/slo). School Deans will monitor the planning and execution phases, and have standardized reports to submit to the VCAA.

**SLO’s Clearly Defined for All Courses**. We have reviewed the distribution of course outline approval dates for all courses. By August 21, we will have a draft policy and timeline to move the College to a place where all courses being offered have outlines that have been reviewed within the last six years.

**SLO’s Defined for Programs; Documenting Alignment of Course and Program SLO’s**. We have established a process by which all programs will have SLO’s defined and mapping documents completed showing the alignment of courses to Program SLO’s. This work will be complete by the end of the Fall 2012 semester. Approximately 200 programs will need to be reviewed by the Curriculum Committee.

**Documenting Program SLO Efforts**. While the focus of program SLO’s for Fall 2012 is on defining and documenting their alignment with courses, we have established a mechanism where departments can centrally submit information about program SLO work. Results will be published online. We plan to use the lessons learned from documenting course SLO efforts to inform a more structured approach to this effort for Spring 2013.

**External Assessment Needs**. As part of the alignment of courses to program SLO’s, we are also gathering information about external assessment needs (e.g., job placement rates, transfer rates). At the end of Fall 2012, this data will be aggregated to provide direction to the College about needed resources.

**Documenting Alignment of Course SLO’s to General Education SLO’s; Assessing General Education SLO’s**. We have established a process by which departments will submit information to show alignment of course SLO’s to General Education SLO’s. Reports are due by October 1. It is anticipated that this process will generate discussion about the General Education SLO’s themselves, and the data submitted will be used to assess their applicability to courses. In addition, data gathered about course SLO efforts will be compared against this alignment data to inform future assessment plans. We expect to initiate some of this college-wide discussion at the mid-October meeting of the Bipartite Committee on Graduation Requirements.
Institutional Dialogue and Decision-Making. Several of the proficiency standards speak about institutional dialog and decision-making. Each department has a web page they can use to promote intra- and inter-departmental dialog on SLO’s. Data submitted on course, program, and general education SLO’s will be published online.

We are working with the Program Review group to ensure that the data collected via program review complements the reporting listed above, and that fiscal decisions for the College can be informed by SLO work.

SLO Flex Day. We are in negotiations for a special Flex Day regarding SLO’s, tentatively scheduled for September 12.

ACCJC College Status Report on SLO Implementation. We are required to submit this to ACCJC by March 15, 2013. An initial draft will be completed in October 2012.

Summarize your progress to date on carrying out the activities described above where applicable. If you have completed any of these activities, please note the date on which it was completed and append the evidence or any products relating to the activity.

As you can see by the descriptions above, much has already been accomplished. Specifically, the centralized reporting of course, program, and general education SLO data and activities has begun. Information about this centralized reporting is available online: www.ccsf.edu/slo

Training for department chairs was conducted on Monday August 13 from 1-4 PM. A copy of the slides used in that training is attached. During that training, we gathered information that will inform our efforts in completing the ACCJC College Status Report on SLO Implementation.

Development of the program for the special Flex day will occur the week of August 20th.

List any challenges you have encountered or anticipate facing with respect to addressing the recommendation.

We have identified several resource needs:

- While we have pulled off an online centralized reporting system, the College will want to invest in something more robust.
- The level of comfort in performing SLO activities varies greatly between department chairs and faculty. We will continue to need professional development. We have had some discussion about the need for a college-wide SLO coordinator.

In addition:

- It is not clear to us where the responsibility lies with regards to Institutional SLO’s. We need to resolve that.