

SJCC: TIMELINES & REPORTING FORMS

The SLOAC at SJCC has envisioned the following model that can be used for both Program level SLOs and Course level SLOs. Within each program, assessment at both levels should be accomplished. Each program should determine if the cycle at each level be completed per academic year, or per semester, as well as how many SLOs to assess during each cycle.

SEMESTER 1 FALL 2011		SEMESTER 2 SPRING 2012	
Step 1	<ul style="list-style-type: none"> • Identify SLOs for program/course • Develop a grid to demonstrate alignment between Course, Program, Degree and Institutional SLOs (attainable during 1-2 meetings) 	Step 4	Review data and summarize strengths & weaknesses of program/course based on this assessment (discussed at 1-2 meetings)
Step 2	Identify at least one direct or indirect measure to be used for assessment of one outcome (discussed at same meetings above)	Step 5	Create assessment plan & timeline for program/course improvement including date of recommended next assessment of same SLO (at meetings in Step 4)
Step 3	Perform assessment/gather data for one outcome	Step 6	<ul style="list-style-type: none"> • Implement assessment plan • Share reports/summaries • Decide on next SLO to assess. Review Step 1. Begin again at Step 2

Important reminders:

- Steps 1-3 could be accomplished in one semester; Steps 4-6 in the next.
- All Program level SLOs should be assessed at least every 4-6 years. Each program should develop a timeline for the assessment of all SLOs. So, there should be no more than 6 program level SLOs.
- The assessment of SLOs should be coordinated with updates to the Course Outline, done every 4 years, and with the completion of the Comprehensive Program Review, done every 4 years.

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