

Every Term			
Date Completed	When	What	Description
	Prior to Term Starting	Incorporate Revisions	Instructors are to incorporate the discussed and documented changes from the Division/Program-Level CLO Worksheet into the course prep for the subsequent term.
	Prior to Term Starting	SLO → Syllabus	Check the official COR posted on the website and copy the Course Objective & SLOs to your syllabus for every course you are teaching.
	Prior/Beginning to term starting	Design Assessment Tool	Develop at least one assessment of mastery (project, quiz, exam, presentation, etc) per SLO per course.
	Prior/Beginning to term starting	Assessment Criteria	Define the scoring of the assessment (rubric, pass/fail) and assign a specific score as a baseline for success.
	During the Term	Assessment	Once the assessment(s) have occurred, record the # of students assessed and the # of students that met/exceeded the baseline for success. Use the <i>Instructor CLO Data Collection Worksheet</i> .
	During/between terms	Analysis of Assessment Results	Review the results of your assessment and write about the following: (1) Are you satisfied with the assessment results? (2) What conclusions do you draw from these results? (3) What changes, if any, would you like to make to the CLO? (4) Considering the results of your CLOs, what actions are you going to take for the next time you teach this course?
	Beginning of Subsequent Term	Discussion of Assessment Results	Bring written documentation of your results and your analysis to your department/division for discussion.



	Faculty Evaluation Year	Faculty Disclosure Statement	Use your data and written analysis as evidence that you are regularly assessing SLOs in your Faculty Disclosure Statement
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