Date Completed	When	What	Description
Every Term			
	First Month	**Aggregate Data**	Aggregate each instructor's data from last term into one table per CLO per course per term with the following fields: # of students assessed and the # of students that met/exceeded the baseline for success. Record the method of assessment used for each instructor for each CLO. Be sure to attach a sample of the assessment tool(s) used. Use the *Program-Level CLO Data Collection Worksheet.*
	Second Month	**Discussion of Assessment Results**	Answer/discuss the following: (1) What do these results mean to the program? (2) Does any particular course assessment stand out? Why? (3) Is your program/division satisfied with the assessment results for each CLO? (4) What conclusions does the program/division draw from these results? (5) Are the CLOs measuring the "right" things (mastery)? Do they align with associated PLOs and the ILOs? (6) Considering the results of your CLOs, what actions will the division take for the next term?
	Third Month	**Determine the status of SLOs for the program**	(1) Have all CLOs been identified on the CORs? Are there any CLOs that need to be revised and submitted to the Curriculum Committee? (2) Have all PLOs been identified and posted to the website? (3) Have all CLOs been mapped to PLOs? (4) Have all PLOs been mapped to the ILOs?
	Fourth Month	**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.

	Program Review Year	**Evidence of SLO Process**	Use the Program-level data from the previous six-terms to satisfy the requirements on the Program Review Template.
	Program Review Year	**Map PLOs to ILOs**	Ensure that the PLOs remain in alignment with the Institutional Learning Objectives.