Guidelines for Completing Assessments for ACCJC Requirements by March 15, 2013
(See also the accompanying Timeline for Completion of SLO Status Report)
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Note that guideline information for learning support departments, e.g., counseling and financial aid, are in italic print.

SLO Identification:

1. All course SLOs, as assigned, should be completed by now, and recorded on the SLO page of the PVC website. (From PVC home page, click "Accreditation" menu at upper right, then, click "SLOs".)

    Faculty should review the SLOs on the website for each course. Check the entry for accuracy and typos. If any entry needs correction, contact Esther Rice. If a faculty member wants to modify the SLO, contact Esther, and she will make the changes on the website.

    All learning support SLOs should be completed by now, and will be recorded on the Learning Support SLO page of the PVC website. Department staff should review the SLOs on the website. Check the entry for accuracy and typos. If any entry needs correction, contact Esther. If an SLO needs to be modified, contact Esther, and she will make the changes on the website.

SLO Assessment:

2. Assessments for each course SLO should be completed by January 7, 2013. Complete the assessment on the "Assessment Data" form, describing the method of assessment and the results, and turn in the form to Esther, either in paper copy or electronically. Course assessment data will be retained by Esther and by Brian, and will not be publicized or disseminated except to the academic division faculty members responsible for the assessments.

    Assessments for each learning support SLO should be completed by January 7, 2013. Complete the assessment on the "Assessment Data" form, describing the method of assessment and the results, and turn in the form to Esther, either in paper copy or

electronically. Department assessment data will be retained by Esther and by Brian, and will not be publicized or disseminated except to the learning support department staff responsible for the assessments.

<u>SLO Dialogue and Action Plans</u>[1]:

3. Between January 14 and February 1, academic division faculty will meet to review course assessment data and, through dialog, formulate Action Plans—that is, plans to address course assessment data—for each course, where applicable. The division faculty will develop Action Plans to be published on the PVC website.

   Departments producing learning support SLOs, similarly, meet among themselves to formulate Action Plans to address assessment data, and will publish Action Plans on the PVC website.

   There will be time available at the February 1, 2013 Flex Day to review where we are in the assessment process, answer questions and allow time in subsequent division and *learning support department* meetings to complete any unfinished Action Plans.

<u>Program SLO Identification</u>[2]:

4. Between now and February 1, Brian will consult with appropriate faculty of academic divisions sponsoring degrees and certificates to formulate a program-level SLO for each award. For AS General Education (aka "Option A"), CSU-GE Breadth ("Option B") and IGETC ("Option C") programs, one or more divisions will be selected to formulate an SLO for each general education area. There will be two SLOs for each degree program: one representing the general education areas, the other representing the area of emphasis, or major.

   Example:

   <u>AS General Education, Business and Technology</u>

   SLO #1 (General Education) Acquire fundamental grounding in communications, science, mathematics, humanities, the social sciences and self-development in preparation for an occupation, and possible transfer to a four-year institution. (Assessment of this program SLO is based on the assessments of representative courses selected from each general education area.)

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[1] Dialog regarding SLO assessments will also occur at other venues including meetings of the Academic Senate, College Council/Strategic Planning Steering Committee, and others.

[2] Once program SLOs are identified, Brian will coordinate with the Curriculum Committee for publication of degree and certificate SLOs in the current year College Catalog Addenda, and subsequently in the 2013-14 College Catalog.

SLO #2: Acquire skills, knowledge and judgment required for a career in business or government. (Assessment of this program SLO is based on the assessment of one key course selected from the required major requirements of this specific field.)

Program Review reports from the previous five years will also be reviewed by Brian to identify any existing program-level SLOs and assessments, for both academic and *learning support departments.*

Program SLOs will be published on the PVC website by February 1, with division and *learning support department* approval.

Program SLO Assessment:

5. Between February 1 and March 5, using Action Plans and course-level SLO assessments Brian will work with divisions sponsoring degrees and certificates to assess program-level SLOs and formulate an Action Plan for each program.

6. For the March 5 general staff meeting, Brian will prepare a plan mapping program Action Plans from academic and *from learning support departments* to each of the six institutional outcomes.[3] The result of the meeting will be to: 1) agree on a mapping plan; 2) assess each institutional outcome in the light of corresponding program and *learning support area* Action Plans; and 3) formulate an Action Plan for each institutional outcome.

7. <u>Results of the SLO Assessment Process Published on the PVC Website:</u>
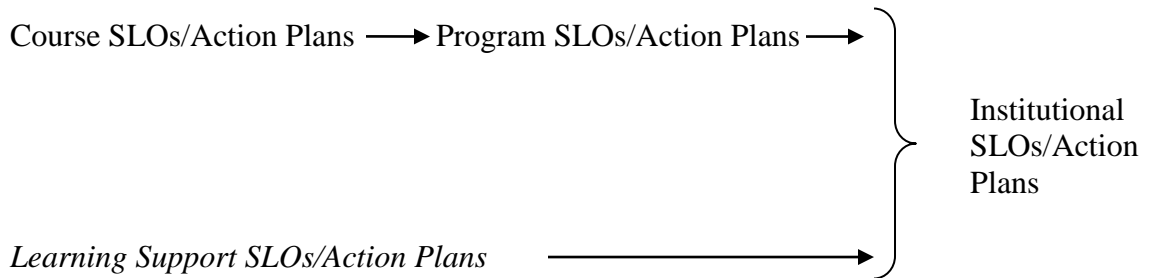
Course SLOs
Action Plans

Learning Support SLOs
(Assessments)
Action Plans

Program SLOs
Action Plans

Institutional SLOs
Action Plans

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[3] Institutional SLOs were developed by the SLO Committee during 2010-11, presented to the Academic Senate in Spring 2011, reviewed by the College Council/Strategic Planning Committee Fall 2012, and distributed by the College Council to the College community for comment in November 2012.

8. Summary Flow Chart of the SLO Assessment Process:

Course SLOs/Action Plans ⟶ Program SLOs/Action Plans ⟶

Institutional SLOs/Action Plans

Learning Support SLOs/Action Plans ⟶

9. The SLO Cycle:

The cycle described in these Guidelines spans three years. Courses cancelled or not offered during the 2012-13 assessment period will be assessed when and if they are offered during the cycle, and the resulting Action Plans integrated with program and institutional Action Plans.

After completion of the 2012-13 SLO cycle, the process will be evaluated for its effectiveness through collaborative dialog among PVC faculty, staff and administrators. Changes and improvements will be implemented where needed.

During each intervening year of the SLO assessment cycle, academic divisions and *learning support departments* will evaluate their own Action Plans, and will incorporate the results of their evaluation in their annual Program Review reports.[4]

Brian will work with the Program Review Committee to integrate the Program Review cycle with the SLO assessment cycle.

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[4] The Program Review Committee is currently working on an annual program review "snapshot" template and will implement it on a pilot basis in the Spring Semester 2013. The program review annual report is intended to integrate program review processes with budget and planning.