



# Accomplishing Our SLO and Assessment Goals: Spring 2009-Spring 2012

## LACC OUTCOMES FOR SLO AND ASSESSMENT

- Create a college-wide culture where student learning and student success is central to *all* college decisions, procedures, and practices.
- Create essential learning outcomes for the college at the institution, program, and course level with evidence of a wide participation of college and community stakeholder groups.
- Identify assessment plans and assess learning outcomes for all college courses, programs, procedures and practices.
- Analyze assessment data and make recommendations to improve outcomes for student learning and student success.
- Provide evidence that recommendations to improve outcomes for student learning and student success have been implemented.

March 2009	<ul style="list-style-type: none"> <li>• Create a step-by-step handbook Using eLumen, (the college's online assessment management software).</li> <li>• Conduct Training for Department Chairs: Expanding Criterion Referenced Rubric for Assessment and Getting your Rubric into eLumen to Prepare for Assessment (two 2 hour sessions 5/19/09 and 5/25/09).</li> <li>• Provide chairs with an update on the current course/institutional level assessment progress.</li> </ul>
April 2009	<ul style="list-style-type: none"> <li>• Create a SLO and Assessment Steering Committee comprised of: the VP of Academic Affairs, the VP of Student Services, the Dean of Institutional Effectiveness, the President of Academic Senate, the Chair of Chairs, the Chair of Curriculum, the Chair of Matriculation and the Coordinator of Student Learning Outcomes and Assessment. "</li> <li>• Meet with the Assessment Steering Committee to Review General Ed Requirements 4/2/09.</li> <li>• Create a Department Representatives SLO and Assessment Committee. The thirty-five member committee will provide direct SLO &amp; A communication to departments and to monitor department assessment plans and processes.</li> <li>• Provide chairs with a template of all their active courses along with guidelines to review courses for correctness and currency. Encourage chairs to archive courses not taught in the last 5 or more years at the May 2009 or August 2009 Curriculum Committee (no meetings June and July). Request that Chairs to identify 30% of their courses beginning with core courses and general education required courses and turn in commitment letter to VP of Academic Affairs by May 19, 2009.</li> <li>• Meet with Department Representatives SLO and Assessment Committee the 3rd Tuesday of the month 2:30-3:30 after the Curriculum Committee and one more time each month TBA.</li> <li>• Provide chairs with a template of all of their active AA and AS degree programs along with guidelines to develop program level mission, description, and outcomes with suggestions to refer to their Comprehensive Program Review Documents to be turned into the VP of Academic Affairs May 19, 2009.</li> <li>• Provide student services deans with a template for student services program level outcomes and an assessment grid. Student service documents to be turned into the VP of Student Services due May 19, 2009.</li> <li>• Use a "Train the Trainers Model" to provide training to Department Representatives and Chairs on the Cycle of Assessment and Developing Program Level Outcomes. Four Sessions 1 ½ hour sessions conducted 4/27/09, 5/7/09, 5/11/09, 5/20/09.</li> </ul>
May 2009	<ul style="list-style-type: none"> <li>• Receive the Program Level mission statements and SLOs for AA and AS degrees (80% received).</li> <li>• Receive the Program Level mission statements and SLOs for student services degrees (80% received).</li> <li>• Receive the identified 30% of courses from departments (25% received).</li> <li>• Follow-up with departments who did not complete their degree level outcomes or the identification of 30% of courses through direct communication with them and through their deans.</li> <li>• Review data received by chairs and remind chairs the importance of archiving courses that have not been taught in the last 5 or more years at the August 18 Curriculum Meeting.</li> </ul>
June 2009	<ul style="list-style-type: none"> <li>• Outline plans to assess program level certificates at the degree level on opening day flex August 27, 2009.</li> <li>• Post on the web program level outcomes for discipline AA and AS degrees and for Student Services Areas.</li> <li>• Complete SLO and Assessment web page.</li> </ul>
July 2009	<ul style="list-style-type: none"> <li>• Departments prepare course outline updates and SLOs for August Curriculum Meeting.</li> <li>• Provide two trainings weekly, one for beginning and advanced in the SLO and Assessment.</li> <li>• Provide information to chairs to create program level outcomes for discipline certificates.</li> <li>• Provide information to chairs and department representatives on the Cycle of Assessment with focus on Program Level Mapping.</li> <li>• Conduct a CCC Confer Meeting with the Department Representatives SLO and Assessment Committee.</li> <li>• Meet with the Academic Senate President and the Coordinator of Staff and Organizational Development to plan opening day mandatory flex activities as it relates to program level assessment at the degree level.</li> </ul>

<b>August 2009</b>	<ul style="list-style-type: none"> <li>• Request that chairs update their assessment progress grids and turn into IE by the 15th of the month.</li> <li>• Attend the Department Chair Beginning of the Year Planning Day August 25, 2009 and update Chairs on SLO and Assessment activities and commitments for the 2009-2010 academic year.</li> <li>• Conduct Program Level AA/AS Degree Assessments on opening flex day August 27, 2009</li> <li>• Post results of Program Level Assessments for degrees on LACC web page.</li> <li>• Conduct general education review with disciplines that do not have degrees on opening flex day August 27, 2009.</li> <li>• Provide two trainings weekly, one for beginning and advanced in the SLO and Assessment.</li> <li>• Provide information to chairs create program level outcomes for discipline certificates.</li> <li>• Develop and distribute a Steps to Assessment Handbook.</li> <li>• Review with department their assessment plans for the academic year and make department training appointments.</li> <li>• Provide departments with SLO approval dates as it relates to curriculum dates for the entire academic year.</li> <li>• Meet with Department Representatives SLO and Assessment Committee the 3rd Tuesday of the month 2:30-3:30 after the Curriculum Committee and one more time each month TBA .</li> </ul>
<b>September 2009</b>	<ul style="list-style-type: none"> <li>• Request that chairs update their assessment progress grids and turn into IE by the 15th of the month.</li> <li>• Provide two trainings weekly, one for beginning and advanced in the SLO and Assessment</li> <li>• Meet with Department Representatives SLO and Assessment Committee (35+) committee the 3rd Tuesday of the month 2:30-3:30 after Curriculum Committee and one more time each month</li> <li>• Schedule Meeting with Interdepartmental Workgroups (IDWGs) as it relates to SLO and Assessment progress.</li> </ul>
<b>October 2009</b>	<ul style="list-style-type: none"> <li>• Request that chairs update their assessment progress grids and turn into IE by the 15th of the month.</li> <li>• Attend the RP Group Strengthening Student Success Conference and bring back information to campus. (Staff from Institutional Effectiveness and Coordinator for Student Learning Outcomes and Assessment).</li> <li>• Meet with Department Representatives SLO and Assessment Committee the 3rd Tuesday of the month 2:30-3:30 after the Curriculum Committee and one more time each month TBA.</li> <li>• Schedule Meeting with Interdepartmental Workgroups (IDWGs) as it relates to SLO and Assessment progress.</li> <li>• Provide chairs with the December 2009 dates to identify the 40% of the courses that they will assess in 2010-2011</li> <li>• Provide chairs department representatives with information and training on steps to assessment focus on Collecting Data.</li> <li>• Provide two trainings weekly, one for beginning and advanced in the SLO and Assessment</li> <li>• Request that chairs turn in the name of the Assessment Captain for each course to be assessed and the members who will serve on the course level assessment committee.</li> </ul>
<b>November 2009</b>	<ul style="list-style-type: none"> <li>• Request that chairs update their assessment progress grids and turn into IE by the 15th of the month.</li> <li>• Meet with Department Representatives SLO and Assessment Committee (35+) committee the 3rd Tuesday of the month 2:30-3:30 after Curriculum Committee and one more time each month</li> <li>• Schedule Meeting with Interdepartmental Workgroups (IDWGs) as it relates to SLO and Assessment progress.</li> <li>• Provide chairs with information and training on steps to assessment focus on Analyzing Data.</li> <li>• Provide two trainings weekly, one for beginning and advanced in the SLO and Assessment.</li> <li>• Provide chairs with a template of all their active courses along with guidelines to review courses for correctness and currency. Encourage chairs to archive courses not taught in the last 5 or more years at the November 2009 or December 2009 Curriculum Committee.</li> </ul>
<b>December 2009</b>	<ul style="list-style-type: none"> <li>• Request that chairs update their assessment progress grids and turn into IE by the 15th of the month.</li> <li>• Receive the identified 40% of courses from departments.</li> <li>• Remind Chairs that this is ""Collect Data"" Month if data for assessment has not already taken place.</li> <li>• Meet with Department Representatives SLO and Assessment Committee the 3rd Tuesday of the month 2:30-3:30 after the Curriculum Committee and one more time each month TBA.</li> <li>• Schedule Meeting with Interdepartmental Workgroups (IDWGs) as it relates to SLO and Assessment progress.</li> <li>• Provide chairs and department representatives with information and training on steps to assessment focus on Using Data to Inform Program Improvement..</li> <li>• Remind Chairs that all certificate level outcomes will be due February 2010.</li> </ul>
<b>January 2010</b>	<ul style="list-style-type: none"> <li>• Request that chairs update their assessment progress grids and turn into IE by the 15th of the month.</li> <li>• Conduct workshops on Analyzing Data and Using Results to Improve Practice.</li> <li>• Remind Chairs the 30% of Assessments need to be completed by March 2010.</li> </ul>
<b>February 2010</b>	<ul style="list-style-type: none"> <li>• Repeat Year One Activities (with the addition of 10% more courses to assess to equal 40%).</li> </ul>
<b>February 2011</b>	<ul style="list-style-type: none"> <li>• Repeat Year Two Activities (without the addition 10% more to assess to equal 30%).</li> </ul>