**Responsibilities/Tasks for SLO Assessment Coordinator**

**for Academic Year 2010 – 2011**

Note: Dates given indicate by when the task should be completed.

**Course Outline & Class Syllabi Revisions**

* Create ECC Course Outline template and SLO Assessment Summary Sheet – submitted to Dean White: **July 20, 2010**
* Conduct Chairpersons’ Training on Course Outline creation – **July 29, 2010**
* Review of Course Outlines already submitted to Academic Affairs – **July & August 2010**
* Invite chosen individuals (faculty &/or chairpersons) to serve on the ad-hoc Course Outline review committee – **September 2, 2010**
* Conduct Department/Division hands-on workshops in the computer lab where faculty will bring their Course Outline first draft & be assisted to complete their final draft; 6 workshops will be held as follows: MAP & ECTS, Allied Health & Nursing, Bilingual Studies & Humanities, Business & Biology & Chemistry, Social Sciences, and a Makeup for those who could not attend their Department/Division’s workshop – **September 2010**, specific dates **9/14, 9/16, 9/21, 9/23, 9/28 & 9/30** during the College Hour; one or more of these sessions should be videotaped by MPT for future reference
* Convene & oversee an ad-hoc Course Outline review committee from diverse Departments/Divisions (including those who submitted exemplary final drafts of Course Outlines) who can review submitted Course Outlines; train them to review Course Outlines & assign workload – **September 9, 2010**, ongoing **Fall 2010**
* Conduct outreach – e-mail & phone support, individual and/or small-group meetings – to those faculty members who attended workshops but did not submit their Course Outline final drafts (submission deadline: **November 23, 2010**) – **October & November 2010**
* Coordinate posting completed & ‘approved’ Course Outlines online (\*read-only permission, Academic Affairs website?) – ongoing **Fall 2010** as outlines are completed & ‘approved’
* Follow up with & lend support to stragglers until they finally submit their Course Outline final drafts – **December 2010**
* Meet with ad-hoc Course Outline review committee members for brief training on SLO Assessment Summary Sheets & class syllabi – **January 13, 2011**, ongoing **Spring 2011**
* Attend Department/Division meetings to train and assist faculty in completing SLO Assessment Summary Sheets for all ECC courses & class syllabi – ongoing **end of Fall 2010** & **Spring 2011**, deadline **March 4, 2011**
* Review SLO Assessment Summary Sheets & class syllabi as they are submitted – ongoing **Spring 2011**
* Coordinate posting completed & ‘approved’ SLO Assessment Summary Sheets online (\*read-only permission, Academic Affairs website?) – ongoing **Spring 2011** as summary sheets are completed & ‘approved’
* Follow up with & lend support to stragglers until they finally submit their SLO Assessment Summary Sheet & class syllabi final drafts – **March & April 2011**

**SLO Assessment Within Courses**

* (With Dean White & Chairperson input) Identify 10 high-impact courses to be assessed (for course, program, and/or Gen Ed SLOs) in Fall 2010 – ensure that these Course Outlines are completed & ‘approved’ – **August 2, 2010**
* (With President Abdullah, Dean White & Chairperson input) Identify & contact 10 (individual) – 20 (partner) faculty members assigned to teach these 10 identified high-impact courses and who will be trained and mentored to conduct thorough SLO assessment of these courses in Fall 2010 – **August 16, 2010**; the invitation should be ideally made by the President and Dean of Academic Affairs in-person or over the phone with a written follow-up letter – emphasis should be made on chance to improve instruction/programs for our students
* (With President Abdullah & Dean White) Send ‘Thank you for joining SLOAT 1’ letters & invite them to training – **August 18, 2010**
* Conduct 2 SLO Assessment Training sessions for SLOAT 1 members – **Training Session #1** on **August 23, 2010** – homework assigned to complete & submit for review SLO Assessment Summary Sheet for the identified high-impact course to be assessed in Fall 2010, deadline: **August 25, 2010**; **Training Session #2** on **August 26, 2010** – sharing & discussion of SLO Assessment Summary Sheet homework to finalize assessment plans & identification of a ‘reasonable’ number of SLOs to assess in Fall 2010; homework assigned to create & submit for review necessary assessment instruments to conduct direct & indirect assessment for specified SLOs on the ‘approved’ plans, deadline (for instruments to be used before midterm) **September 1, 2010**, deadline (for instruments to be used after midterm) **October 15, 2010**; ongoing e-mail & phone support, individual and/or small-group meetings as necessary throughout this time period; these training sessions should be videotaped by MPT for future reference
* Complete final review & ‘approval’ of all SLO Assessment Summary Sheets, identified SLOs to be assessed in Fall 2010 & corresponding direct & indirect assessment instruments submitted by SLOAT 1 members – **September 2, 2010**
* Provide immediate intervention to SLOAT 1 members whose plans and/or assessment instruments are not finalized/’approved’ – **September 10, 2010**
* Provide on-going e-mail, phone, and individual and/or small-group meetings support as necessary to SLOAT 1 members throughout Fall 2010 – ongoing
* Convene regular Status Check meetings of all SLOAT 1 members for collegial support, brainstorming, networking, to ensure all is on track, etc. – **10/26, 11/23, 12/16**; homework assigned at the 12/16 meeting to write up SLO Assessment Reports with detailed findings & suggestions for improvement; rough drafts may be submitted for review & guidance as necessary, deadline for report final drafts – **January 28, 2011**; encourage SLOAT 1 members to choose other SLOs in the same and/or other courses they will teach and continue this entire process of SLO Assessment in Spring 2011
* (With Dean White & Chairperson input) Identify 10 high-impact courses to be assessed (for course, program, and/or Gen Ed SLOs) in Spring 2011 – **December 1, 2010**
* (With President Abdullah, Dean White & Chairperson input) Identify & contact additional faculty members to join SLOAT and repeat this whole training/support process (with a similar schedule in December 2010 & Spring 2011) with them, assigning them a SLOAT 1 ‘graduate’ from their Department/Division if possible as a mentor – **December 6, 2010**; the invitation should be ideally made by the President and Dean of Academic Affairs in-person or over the phone with a written follow-up letter – emphasis should be made on chance to improve instruction/programs for our students
* (With President Abdullah & Dean White) Send ‘Thank you for joining SLOAT 2’ letters & invite them to training – **December 9, 2010**
* Review Fall 2010 SLO Assessment Plan for design, efficiency, and implementation efficacy; write up status report for Fall 2010 which includes data on ‘success rate,’ areas of concern, and suggestions for improvement to be implemented immediately and followed in Spring 2011 with SLOAT 2 & continuing SLOAT 1 members – **December 2010**, status report deadline: **December 31, 2010**
* (With President Abdullah & Dean White) Send ‘Thank you for joining SLOAT 1’ letters & invite them to training Conduct 2 SLO Assessment Training sessions for SLOAT 2 & continuing SLOAT 1 members – **Training Session #1** on **January 3, 2011** – homework assigned to complete & submit for review SLO Assessment Summary Sheet for the identified high-impact course to be assessed in Spring 2011, deadline: **January 5, 2011**; **Training Session #2** on **January 6, 2011** – sharing & discussion of SLO Assessment Summary Sheet homework to finalize assessment plans & identification of a ‘reasonable’ number of SLOs to assess in Spring 2011; homework assigned to create & submit for review necessary assessment instruments to conduct direct & indirect assessment for specified SLOs on the ‘approved’ plans, deadline (for instruments to be used before midterm) **January 12, 2011**, deadline (for instruments to be used after midterm) **February 25, 2011**; ongoing e-mail & phone support, individual and/or small-group meetings as necessary throughout this time period
* Complete final review & ‘approval’ of all SLO Assessment Summary Sheets, identified SLOs to be assessed in Fall 2010 & corresponding direct & indirect assessment instruments submitted by SLOAT 2 & continuing SLOAT 1 members – **January 13, 2011**
* Provide immediate intervention to SLOAT 2 & continuing SLOAT 1 members whose plans and/or assessment instruments are not finalized/’approved’ – **January 21, 2011**
* Receive thorough written SLO Assessment Reports from all SLOAT 1 members detailing findings & suggestions for improvement – **January 28, 2011**
* Follow up with & lend support to SLOAT 1 stragglers until they finally submit their SLO Assessment Reports – **February 2011**
* Provide on-going e-mail, phone, and individual and/or small-group meetings support as necessary to SLOAT 2 & continuing SLOAT 1 members throughout Spring 2011 – ongoing **Spring 2011**
* (With Dean White) Organize a collegial Symposium on SLO Assessment to publicize results of & give kudos to SLOAT 1 members; completed SLO assessment work will be presented in concurrent sessions – **February 24, 2011**
* Convene regular Status Check meetings of all SLOAT 2 & continuing SLOAT 1 members for collegial support, brainstorming, networking, to ensure all is on track, etc. – **2/22, 3/29, 4/14**; homework assigned at the 12/16 meeting to write up SLO Assessment Reports with detailed findings & suggestions for improvement; rough drafts may be submitted for review & guidance as necessary, deadline for report final drafts – **May 31, 2011**
* Receive thorough written SLO Assessment Reports from all SLOAT 2 & continuing SLOAT 1 members detailing findings & suggestions for improvement – **May 31, 2011**
* Review Spring 2011 SLO Assessment Plan for design, efficiency, and implementation efficacy; write up status report for Spring 2011 which includes data on ‘success rate,’ areas of concern, and suggestions for improvement to be implemented in Fall 2011 with SLOAT 3 & continuing SLOAT 1 & SLOAT 2 members – **May 2011**, status report deadline: **June 29, 2011**.
* Follow up with & lend support to SLOAT 2 & continuing SLOAT 1 stragglers until they finally submit their SLO Assessment Reports – **June 2011**
* (With Dean White) Schedule concurrent SLO Assessment results presentations as part of Convocation 2011 to publicize results of & give kudos to SLOAT 2 & continuing SLOAT 1 members – **August 2011**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **July 2010** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  | **1** | **2** |
| **5** | **6** | **7** | **8** | **9** |
| **12** | **13** | **14** | **15** | **16** |
| **19**  attend SLO Assessment Training at ECC (8:30 – 1:30) | **20**  e-mail Course Outline templates & SLO Assessment Summary Sheet to Dean White | **21**  e-mail suggested high-impact course assessment schedule (Fall 2010 & Spring 2011) to Dean White | **22**  e-mail proposal for SLO Assessment Coordinator (Responsibilities/Tasks, timeline & budget) to Dean White | **23** |
| **26** | **27**  review course outlines already submitted to Dean White | **28**  review course outlines already submitted to Dean White | **29**  conduct Chairperson’s Training on Course Outline creation (10:00 – 12:00) | **30**  review course outlines already submitted to Dean White |

ongoing July tasks: review course outlines already submitted to Dean White

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **August 2010** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **2**  review course outlines already submitted to Dean White | **3**  review course outlines already submitted to Dean White  Chairs will complete Course Outline Status Summary Excel file – assign faculty to complete course outlines | **4**  review course outlines already submitted to Dean White  finalize high-impact course assessment schedule for Fall 2010 with Dean White | **5**  review course outlines already submitted to Dean White | **6**  review course outlines already submitted to Dean White |
| **9**  e-mail suggested faculty to make up SLOAT 1 to Dean White | **10** | **11** | **12** | **13** |
| **16**  reach out to and finalize selection of faculty to make up SLOAT 1 – mention August training dates | **17**  reach out to and finalize selection of faculty to make up SLOAT 1 – mention August training dates | **18**  as a formality, ‘thank you for joining SLOAT 1’ letters (with August meeting dates) should be sent out from Dr. Abdullah & Dean White | **19** | **20** |
| **23**  SLOAT 1 Training Session #1 | **24** | **25**  SLOAT 1 HW#1 assignment due to Susan Gaulden  review submitted SLOAT 1 SLO Assessment Summary Sheets | **26**  SLOAT 1 Training Session #2 | **27** |
| **30**  attend **Convocation** – ‘recruit’ ad-hoc Course Outline review committee members | **31**  e-mail suggestions for ad-hoc Course Outline review committee members to Dean White  student advising for Fall 2010 |  |  |  |

ongoing August tasks: review course outlines already submitted to Dean White, provide support (e-mail, phone & meetings as necessary) to SLOAT 1 members to complete SLO Assessment Summary Sheets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **September 2010** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  | **1**  student advising for Fall 2010  SLOAT 1 HW#2 (pre-midterm assessment instruments) assignment due to Susan Gaulden | **2**  finalize determination of ad-hoc Course Outline review committee members with Dean White – send out invitation to participate inviting them to 9/9 meeting  review & ‘approve’ all SLOAT 1 SLO Assessment Summary Sheets, identified SLOs to assess in Fall 2010 & corresponding direct & indirect pre-midterm assessment instruments | **3**  review & ‘approve’ all SLOAT 1 SLO Assessment Summary Sheets, identified SLOs to assess in Fall 2010 & corresponding direct & indirect pre-midterm assessment instruments |
| **6** | **7**  **First day of Fall 2010** | **8** | **9**  meet with ad-hoc Course Outline review committee for brief training & assignment of workload | **10**  review & ‘approve’ any straggling SLOAT 1 submissions |
| **13** | **14**  conduct Department/ Divison Course Outline Workshop 1 | **15** | **16**  conduct Department/ Divison Course Outline Workshop 2 | **17** |
| **20** | **21**  conduct Department/ Divison Course Outline Workshop 3 | **22** | **23**  conduct Department/ Divison Course Outline Workshop 4 | **24** |
| **27** | **28**  conduct Department/ Divison Course Outline Workshop 5 | **29** | **30**  conduct Department/ Divison Course Outline Workshop 6 (Make Up session) |  |

ongoing September tasks: review course outlines as submitted to Dean White, assist (e-mail, phone & meetings as necessary) ad-hoc Course Outline review committee members with assigned workload, coordinate online posting of completed & ‘approved’ Course Outlines, reach out & provide support (e-mail, phone & meetings as necessary) to SLOAT 1 members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **October 2010** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  | **1** |
| **4** | **5** | **6** | **7** | **8** |
| **11**  Columbus Day | **12** | **13** | **14** | **15**  SLOAT 1 HW#2 (post-midterm assessment instruments) assignment due to Susan Gaulden |
| **18**  review & ‘approve’ all SLOAT 1 direct & indirect post-midterm assessment instruments | **19**  review & ‘approve’ all SLOAT 1 direct & indirect post-midterm assessment instruments | **20** | **21** | **22** |
| **25** | **26**  SLOAT 1 Status Check Meeting | **27** | **28** | **29** |

ongoing October tasks: review course outlines as submitted to Dean White, assist (e-mail, phone & meetings as necessary) ad-hoc Course Outline review committee members with assigned workload, coordinate online posting of completed & ‘approved’ Course Outlines, reach out to faculty members who attended Course Outline workshops but did not submit their final drafts yet, provide support (e-mail, phone & meetings as necessary) to SLOAT 1 members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **November 2010** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **1** | **2** | **3** | **4** | **5** |
| **8**  Midterm grades due | **9** | **10** | **11** | **12** |
| **15** | **16** | **17** | **18** | **19** |
| **22**  e-mail suggested high-impact course assessment schedule for Spring 2011 to Dean White | **23**  All Course Outline final drafts are due – submit to Dean White  SLOAT 1 Status Check Meeting | **24** | **25**  Thanksgiving Break | **26**  Thanksgiving Break |
| **29**  e-mail suggested faculty to make up SLOAT 2 to Dean White | **30** |  |  |  |

ongoing November tasks: review course outlines as submitted to Dean White, assist (e-mail, phone & meetings as necessary) ad-hoc Course Outline review committee members with assigned workload, coordinate online posting of completed & ‘approved’ Course Outlines, reach out to faculty members who attended Course Outline workshops but did not submit their final drafts yet, provide support (e-mail, phone & meetings as necessary) to SLOAT 1 members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **December 2010** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  | **1**  finalize high-impact course assessment schedule for Spring 2011 with Dean White | **2** | **3** |
| **6**  reach out to and finalize selection of faculty to make up SLOAT 2 – mention January training dates | **7**  reach out to and finalize selection of faculty to make up SLOAT 2 – mention January training dates | **8** | **9**  as a formality, ‘thank you for joining SLOAT 2’ letters (with January meeting dates) should be sent out from Dr. Abdullah & Dean White | **10** |
| **13** | **14** | **15** | **16**  SLOAT 1 Status Check Meeting | **17** |
| **20**  **Last day of Fall 2010** | **21** | **22**  Final grades due | **23** | **24** |
| **27** | **28** | **29** | **30** | **31**  Status Report on Fall 2010 SLO Assessment Plan due to Dean White |

ongoing December tasks: review course outlines as submitted to Dean White, assist (e-mail, phone & meetings as necessary) ad-hoc Course Outline review committee members with assigned workload, coordinate online posting of completed & ‘approved’ Course Outlines, reach out to faculty members who did not submit their Course Outline final drafts yet, attend Department/Division meetings to train faculty in completing SLO Assessment Summary Sheets for all courses & class syllabi, provide support (e-mail, phone & meetings as necessary) to SLOAT 1 members, review & prepare status report on Fall 2010 SLO Assessment Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **January 2011** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **3**  SLOAT 2 & continuing SLOAT 1 Training Session #1 | **4** | **5**  SLOAT 2 & continuing SLOAT 1 HW#1 assignment due to Susan Gaulden  review submitted SLOAT 2 & continuing SLOAT 1 SLO Assessment Summary Sheets | **6**  SLOAT 2 & continuing SLOAT 1 Training Session #2 | **7** |
| **10**  **First day of Spring 2011** | **11** | **12**  SLOAT 2 & continuing SLOAT 1 HW#2 (pre-midterm assessment instruments) assignment due to Susan Gaulden | **13**  meet with ad-hoc Course Outline review committee for brief training on SLO Assessment Summary Sheets & class syllabi & assignment of workload  review & ‘approve’ all SLOAT 2 & continuing SLOAT 1 SLO Assessment Summary Sheets, identified SLOs to assess in Fall 2010 & corresponding pre-midterm direct & indirect asst insts | **14**  review & ‘approve’ all SLOAT 2 & continuing SLOAT 1 SLO Assessment Summary Sheets, identified SLOs to assess in Fall 2010 & corresponding pre-midterm direct & indirect assessment instruments |
| **17**  MLK Jr Birthday | **18** | **19** | **20** | **21**  review & ‘approve’ any straggling SLOAT 2 & continuing SLOAT 1 submissions |
| **24** | **25** | **26** | **27** | **28**  SLOAT 1 Fall 2010 SLO Assessment Report final drafts due – submit to Susan Gaulden |

ongoing January tasks: review course outlines as submitted to Dean White, assist (e-mail, phone & meetings as necessary) ad-hoc Course Outline review committee members with assigned workload, coordinate online posting of completed & ‘approved’ Course Outlines & SLO Assessment Summary Sheets, continue to reach out to faculty members who did not submit their Course Outline final drafts yet, attend Department/Division meetings to train faculty in completing SLO Assessment Summary Sheets for all courses & class syllabi, provide support (e-mail, phone & meetings as necessary) to SLOAT 2 & continuing SLOAT 1 members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **February 2011** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | **1** | **2** | **3**  send invites to & publicize SLOAT 1 SLO Assessment Symposium on 2/24 | **4** |
| **7** | **8** | **9** | **10** | **11** |
| **14** | **15** | **16** | **17** | **18** |
| **21**  Presidents’ Day | **22**  SLOAT 2 & continuing SLOAT 1 Status Check Meeting | **23** | **24**  SLOAT 1 SLO Assessment Symposium | **25**  SLOAT 2 & continuing SLOAT 1 HW#2 (post-midterm assessment instruments) assignment due to Susan Gaulden |
| **28**  review & ‘approve’ all SLOAT 2 direct & indirect post-midterm assessment instruments |  |  |  |  |

ongoing February tasks: continue to reach out to faculty members who did not submit their Course Outline final drafts yet, attend Department/Division meetings to train faculty & assist (e-mail, phone & meetings as necessary) faculty in completing SLO Assessment Summary Sheets for all courses & class syllabi, review SLO Assessment Summary Sheets & class syllabi as submitted to Dean White, assist (e-mail, phone & meetings as necessary) ad-hoc Course Outline review committee members with assigned workload, coordinate online posting of completed & ‘approved’ SLO Assessment Summary Sheets, provide support (e-mail, phone & meetings as necessary) to SLOAT 2 & continuing SLOAT 1 members, reach out to any SLOAT 1 members who have still not submitted their Fall 2010 SLO Assessment Reports

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **March 2011** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | **1**  review & ‘approve’ all SLOAT 2 direct & indirect post-midterm assessment instruments | **2** | **3** | **4**  Midterm grades due  All SLO Assessment Summary Sheet & class syllabi final drafts are due – submit to Dean White |
| **7** | **8** | **9** | **10** | **11** |
| **14** | **15** | **16** | **17** | **18** |
| **21** | **22** | **23** | **24** | **25** |
| **28** | **29**  SLOAT 2 & continuing SLOAT 1 Status Check Meeting | **30** | **31** |  |

ongoing March tasks: continue to reach out to faculty members who did not submit their Course Outline final drafts yet, continue to assist (e-mail, phone & meetings as necessary) faculty in completing SLO Assessment Summary Sheets for all courses & class syllabi, review SLO Assessment Summary Sheets & class syllabi as submitted to Dean White, assist (e-mail, phone & meetings as necessary) ad-hoc Course Outline review committee members with assigned workload, coordinate online posting of completed & ‘approved’ SLO Assessment Summary Sheets, provide support (e-mail, phone & meetings as necessary) to SLOAT 2 & continuing SLOAT 1 members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **April 2011** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  | **1** |
| **4** | **5** | **6** | **7** | **8** |
| **11** | **12** | **13** | **14**  SLOAT 2 & continuing SLOAT 1 Status Check Meeting | **15** |
| **18** | **19** | **20** | **21** | **22**  Good Friday |
| **25**  **Last day of Spring 2011** | **26** | **27**  Final grades due | **28** | **29** |

ongoing April tasks: continue to assist (e-mail, phone & meetings as necessary) faculty in completing SLO Assessment Summary Sheets for all courses & class syllabi, review SLO Assessment Summary Sheets & class syllabi as submitted to Dean White, assist (e-mail, phone & meetings as necessary) ad-hoc Course Outline review committee members with assigned workload, coordinate online posting of completed & ‘approved’ SLO Assessment Summary Sheets, provide support (e-mail, phone & meetings as necessary) to SLOAT 2 & continuing SLOAT 1 members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **May 2011** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | **1** | **2** | **3** | **4** |
| **7** | **8** | **9** | **10** | **11** |
| **14** | **15** | **16** | **17** | **18** |
| **21** | **22** | **23** | **24** | **25** |
| **28** | **29** | **30** | **31**  SLOAT 2 & continuing SLOAT 1 Spring 2011 SLO Assessment Report final drafts due – submit to Susan Gaulden |  |

ongoing May tasks: provide support (e-mail, phone & meetings as necessary) to SLOAT 2 & continuing SLOAT 1 members, review & prepare status report on Spring 2011 SLO Assessment Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **June 2011** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  | **1** |
| **4** | **5** | **6** | **7** | **8** |
| **11** | **12** | **13** | **14** | **15** |
| **18** | **19** | **20** | **21** | **22** |
| **25** | **26** | **27** | **28** | **29**  Status Report on Spring 2011 SLO Assessment Plan due to Dean White |

ongoing June tasks: reach out to any SLOAT 2 & continuing SLOAT 1 members who have still not submitted their Spring 2011 SLO Assessment Reports, review & prepare status report on Spring 2011 SLO Assessment Plan

ongoing: schedule concurrent SLOAT 2 & SLOAT 1, Fall 2010 & Spring 2011 SLO Assessment results presentations as part of Convocation 2011

**Checklist of Tasks to be Completed in AY 2010 – 2011**

**Course Outline & Class Syllabi Revisions**

* All Chairpersons & faculty should have been trained in Course Outline, SLO Assessment Summary Sheet & Class Syllabi completion
* Course Outlines & SLO Assessment Summary Sheets should be completed for all ECC courses & Class Syllabi should be completed for all current ECC classes

**SLO Assessment Within Courses**

* SLOAT 1 & SLOAT 2 members (20 – 40 faculty total) should have been trained in planning and implementing SLO assessment in their courses
* SLO assessment of a ‘reasonable number’ of course, program, and/or General Education SLOs should have been thoroughly conducted in 10 courses in Fall 2010 and an additional 10 courses in Spring 2011. Final reports from SLOAT 1 members in Fall 2010 should provide evidence that SLO assessment was completed and used for curricular improvement in Spring 2011. Final reports from SLOAT 2 members in Spring 2011 should provide evidence that SLO assessment was completed and suggestions should be made for curricular improvement in Fall 2011
* Results of SLO assessment findings should have been shared with the College community at a Symposium in February 2011 and at Convocation in August 2011
* Status reports submitted in December 2010 and June 2011 should indicate the design, efficiency, and implementation efficacy of the SLO Assessment plan. Revisions suggested in Fall 2010 should have been used to improve the process in Spring 2011