SLO Reporting Requirements and Deadlines

This semester (Spring 2008), each department should submit the following:

1.   An assessment report in which each department will report on the results they got from the two assessments performed in Fall 2007. Also submit copies of any "assessment tools" used – the assignment, test questions, surveys, etc. Due Feb. 1.

2.   A "Department SLO Summary" form that lists the courses and degrees in the department and asks whether each one has SLOs or not. Due Feb. 1.

3.   All SLOs that the department has completed so far. Due Feb. 1.

4.   For departments that offer degrees and certificates, program outcomes should be submitted to the Learning Assessment Committee and placed on the departmental website. Due Feb. 1.

5.   A "Program Outcomes and Assessment Plan" should be completed for one of the degrees/certificates the department offers. Due March 10.

6.   Each department should assess outcomes in three courses (several sections of each). Choose 3 courses. Within each course, choose 2 outcomes. Plan to collect assessment information from all (or most) sections of these courses. Submit assessment plans for these three courses by March 10.

7.   Report on the results of all assessments by submitting a "Course Outcomes and Assessment Report" form for each course. Due June 6-13.

8.   Keep working on developing SLOs for courses and programs until they're all complete. Keep working on the assessment tasks in the assessment plans you have already submitted. Submit updates at any time.

Any departments that are behind in the process should make an appointment with Cheli to prioritize and decide what tasks to do first.

Contact information: 464-3272 or mfossum@peralta.edu

Laney College Learning Assessment Committee website
http://www.laney.peralta.edu/learningassessment

How to Write SLOs website
http://www.laney.peralta.edu/SLOs

SLO Forms website
http://www.laney.peralta.edu/SLOforms
You can download all forms and directions from this site.

To view the "secret" SLO reporting website, you will need to be a "member". Currently, all department chairs are members. If you would like to become a member, contact Cheli (mfossum@peralta.edu). You will need a peralta e-mail account.

To access the site, go to
http://mylaney.peralta.edu
It will ask you to sign in. Use your Peralta e-mail login and password. Then a screen will appear that has a list of "My Communities" on the left side of the page. If you are a member, then "SLO Reporting" should appear in this list. Click on it.
Then click on the "Documents" section to see what departments have turned in so far.

When departments submit anything SLO-related, it should be e-mailed to Cheli Fossum, the SLO Coordinator at Laney. You can submit SLOs for courses or programs, SLOs plus assessment methods, assessment plans, assessment reports, etc.

Anything submitted will be evaluated to see if it follows the correct format and general guidelines. If approved, Cheli will post it on the SLO reporting website. If it needs work, Cheli will contact the person who submitted it with suggestions for revision.

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SLO Requirements

What should your department be working on? The accreditation standards require us to define student learning outcomes (SLOs) for each course, program, certificate, and degree. In addition, we need to continually assess student achievement of the SLOs. Here are the things your department should be working on:

- Develop SLOs for each course in the department. If your department offers many courses, start with the most popular core courses. When you develop SLOs, there should be discussions between all instructors teaching the same course. The SLOs you develop should be common SLOs for all instructors teaching the course. Submit SLOs to mfossum@peralta.edu for approval and posting on the SLO Reporting site.

- Make sure to include the SLOs on all course syllabi.

- Develop SLOs for any degrees or certificates your department offers. There should be lots of input and discussion between department members while developing the outcomes. Post these program-level SLOs on your department website and in department brochures.

- Decide which outcomes you will assess first, and submit an assessment plan. Forms can be found on the "SLO Forms" site: http://www.laney.peralta.edu/SLOforms

- Assess your course and program SLOs. This requires collecting information on how many students were able to achieve each student learning outcome. You can collect this information by examining papers, projects, performances, or other assignments that your students submit. You might also use a selection of test questions that directly relate to the outcome you are assessing. You might also give a survey to assess one or more outcomes.

- Reflect on the results of your assessments. Discuss the results with other instructors in your department. What did you learn? Use the results to inform the department's plans for improvement. Report on your results using the Assessment Report form. (See the "SLO Forms" site.) Include a copy of any assessment tools you used: test questions, grading guidelines, rubrics, survey questions, assignment prompts, etc. If you'd like, you can also submit a narrative report on your assessment.

- Implement changes/improvements to the course or program.

- Repeat! Assessment is an ongoing process.