**Laney College**

**Department Discussion on Assessment of**

**Student Learning Outcomes**

Directions: Please spend at least one hour of your department meeting discussing the assessment of your department’s SLOs.

You may use this time to discuss any or all of the following:

* plan which course or program SLOs you will assess this semester
* decide on an assignment to assess
* decide on your assessment criteria and/or create a rubric for assessment
* discuss your previous assessment results from last year, what you learned, any strong or weak points in student performance, and discuss plans for improvements.

Please make copies of your meeting notes, keep a copy, and **turn in a copy to either David Mitchell or Cheli Fossum** (in our mailbox or in person). We will keep these notes as evidence for accreditation.

Your notes can be either handwritten or typed, whichever you prefer.

**Reminders: What’s required of all departments?**

1. Student Learning Outcome statements for all courses and all degree or certificate programs should be entered into TaskStream.
2. SLOs should appear on all course syllabi. Program outcomes should appear on department websites. Students need to be made aware of the SLOs of courses and programs.
3. Every SLO and every PLO (program learning outcome) must be assessed at least once every three years. The department can decide what schedule is best. You might decide to assess one or two SLOs per class per year, for example. We need evidence of “ongoing assessment” of SLOs.
4. After you collect the assessment data, you’ll need to discuss the results and decide on what changes or improvements to make in order to improve student learning next time.
5. Next, you must actually implement the changes and improvements. **Using the results of assessment to make improvements is the most important part of this process.**
6. Document everything in TaskStream. This includes the SLOs and PLOs, Assessment Plans, Assessment Findings, Action Plans, and Status Reports.

FYI: ACCJC wants to see that SLO assessment is integrated with program review, institutional planning, and resource allocation. Our college is working on this integration. Expect to see more questions about assessment results in budget/resource request forms and program review/unit plans.

It’s important to **make this process work for you**. A major goal of the assessment movement is to provide a framework for reflecting on and discussing our teaching with each other. It can be a fascinating learning experience for everyone involved if taken seriously.

Department:

Date of meeting: Chair:

Faculty present for assessment discussion (list names):

***Instructions:*** *Your department may choose to discuss any of these topics. Focus on whatever is most relevant for your department. You do not have to fill out this form completely – just write notes on the topics your department actually discussed.*

1. Decide which SLOs to assess this semester. Note them here. *(The focus this year is on ILO 1 – Communication, so plan to assess communication in your classes if possible.)*

2. Depending on the size of your department, you might want to split into small groups of instructors who will be teaching the same course. (For example, all instructors teaching English 1A.)

Discuss: How will you assess the SLOs this semester? Will you develop common test questions? Will you use a common or similar written assignment or other project? (Include notes here.)

3. Discuss the criteria you’ll be looking at when you assess these SLOs (examples of criteria: logical organization, completeness of explanation, clear problem set-up, effective use of color, creativity, etc.). What are you looking for? What is considered “good” performance? Clarify this among yourselves.

Note the criteria here:

4. Discuss your assessment results from last semester.

* What did you learn about how well your students learned?
* What were the strong and weak points?
* What was the assessment experience like?
* What could you modify to help students learn better or more deeply next time?
* Do your assessment results suggest any changes in curriculum, assignments, assignment preparation/descriptions, etc.?
* Did any instructors discover any especially effective practices that other instructors might want to try? Explain.

**Next steps – to do this semester:**

* Enter “Assessment Plans” in TaskStream.
* Remind each other to administer the assessment this semester.
* Collect the results.
* Combine the results.
* Enter “Assessment Findings” in TaskStream.
* Discuss the results and possible improvements or changes.
* Enter your “Action Plan” in TaskStream.
* After you have implemented changes, enter the “Status Report” in TaskStream.

Remember, please turn in a copy of these notes to David Mitchell’s or Cheli Fossum’s mailbox.

If you would like us to make a copy for you, just let us know! (How many copies would you like? Who should we return them to?)