**Course Coordinator – SLO Process**

**Goals**:

1. Assess one SLO in every course every year
2. Assess all SLOs in every course within four years

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| **Fall** | **110/010** | **160/060** | **170** | **178+078** | **180** | **281** | **285** |
| Person in charge | Eric/Scott | Bryan/Terrie | Scott | Dan | Lamia | Lamia | Lamia |
| **Spring** | **96** | **120** | **175+075** | **176+076** | **245** | **280** | **284** |
| Person in charge | Dan/Terrie | Scott | Bryan | Bryan | Terrie | Dan | Dan |

**Course Coordinator SLO Assessment Task List**

1. For Past SLO Assessments
	* Review past assessment results
	* Brainstorm intervention and/or revised strategies needed to improve outcomes
	* If there are interventions or revised strategies, email the Department Chair and faculty teaching the course
	* Determine whether an SLO should be reassessed and if so add it to the schedule
2. For Current SLO Assessments
	* Determine what SLOs should be assessed, if any (refer to the schedule)
	* Communicate with instructors about these upcoming assessments
	* Create assessment questions
	* Determine how to administer the assessments (quizzes, tests, projects, etc.)
	* Administer the assessment
	* Determine how to grade the assessment (together or separate … see below)
	* Grade the assessment
	* Collect and record the assessment data before leaving for the semester (see the template)
	* Generate a short report on assessment results for review (what did you notice about the assessments both positive and negative; what needs to be worked on; etc.)
	* Send both the assessment data and report to the Department SLO Coordinator before leaving for the semester

**DECIDE**

Decide how to record and grade the assessments

1. Will the group grade assessments together or individually
	1. If grading as a group:
		1. Create a rubric with clear instructions about how to grade (what will and will not count as credit)
		2. Distribute the rubric to the section instructors and make sure the section instructors are clear on how to interpret the rubric
		3. Determine a time/location to get together to grade (trying to get as many instructors teaching the course to the meeting)
		4. Have each instructor fill out the SLO Recording Template and return to the Course Coordinator
		5. Course Coordinator sends both the assessment data and report to the Department SLO Coordinator before leaving for the semester
		6. Send some samples of the assessments to the Department SLO Coordinator
	2. If the section teachers will be grading individually:
		1. Create a rubric with clear instructions about how to grade (what will and will not count as credit)
		2. Distribute the rubric to the section instructors and make sure the section instructors are clear on how to interpret the rubric
		3. Have each instructor fill out the SLO Recording Template and return to the Course Coordinator
		4. Course Coordinator sends both the assessment data and report to the Department SLO Coordinator before leaving for the semester
		5. Send some samples of the assessments to the Department SLO Coordinator