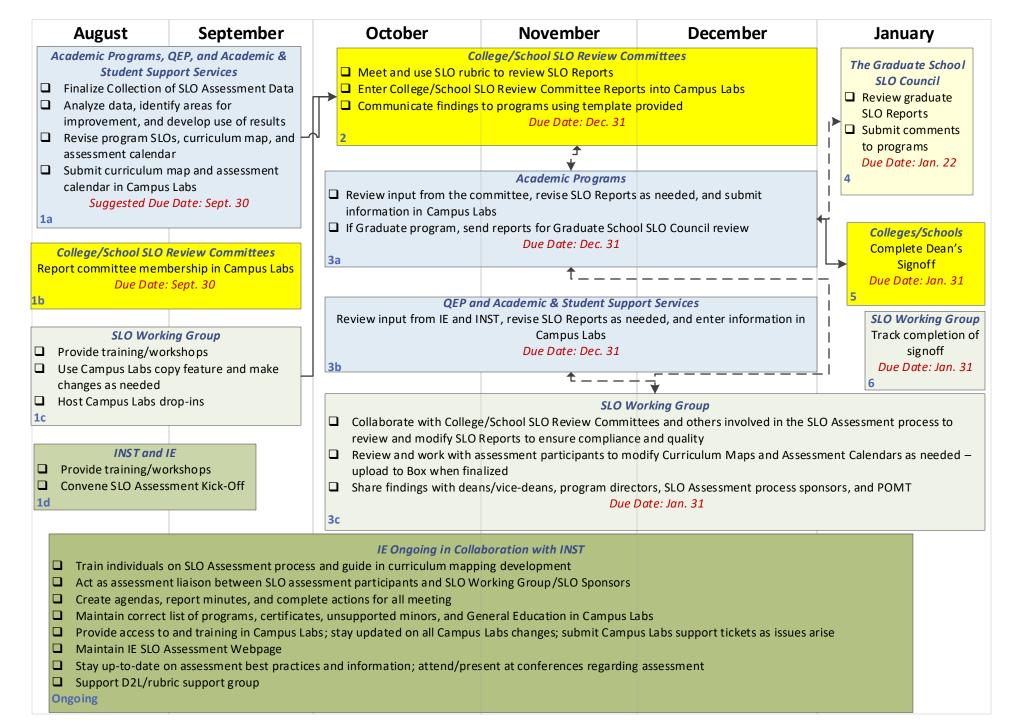# Student Learning Outcome Assessment Process

STANDARD OPERATING PROCEDURES

August — September — October — November — December — January

Academic Programs, QEP, and Academic & Student Support Services
- Finalize Collection of SLO Assessment Data
- Analyze data, identify areas for improvement, and develop use of results
- Revise program SLOs, curriculum map, and assessment calendar
- Submit curriculum map and assessment calendar in Campus Labs
  Suggested Due Date: Sept. 30
1a

College/School SLO Review Committees
Report committee membership in Campus Labs
Due Date: Sept. 30
1b

SLO Working Group
- Provide training/workshops
- Use Campus Labs copy feature and make changes as needed
- Host Campus Labs drop-ins
1c

INST and IE
- Provide training/workshops
- Convene SLO Assessment Kick-Off
1d

College/School SLO Review Committees
- Meet and use SLO rubric to review SLO Reports
- Enter College/School SLO Review Committee Reports into Campus Labs
- Communicate findings to programs using template provided
  Due Date: Dec. 31
2

Academic Programs
- Review input from the committee, revise SLO Reports as needed, and submit information in Campus Labs
- If Graduate program, send reports for Graduate School SLO Council review
  Due Date: Dec. 31
3a

QEP and Academic & Student Support Services
Review input from IE and INST, revise SLO Reports as needed, and enter information in Campus Labs
Due Date: Dec. 31
3b

SLO Working Group
- Collaborate with College/School SLO Review Committees and others involved in the SLO Assessment process to review and modify SLO Reports to ensure compliance and quality
- Review and work with assessment participants to modify Curriculum Maps and Assessment Calendars as needed – upload to Box when finalized
- Share findings with deans/vice-deans, program directors, SLO Assessment process sponsors, and POMT
  Due Date: Jan. 31
3c

The Graduate School SLO Council
- Review graduate SLO Reports
- Submit comments to programs
  Due Date: Jan. 22
4

Colleges/Schools
Complete Dean's Signoff
Due Date: Jan. 31
5

SLO Working Group
Track completion of signoff
Due Date: Jan. 31
6

IE Ongoing in Collaboration with INST
- Train individuals on SLO Assessment process and guide in curriculum mapping development
- Act as assessment liaison between SLO assessment participants and SLO Working Group/SLO Sponsors
- Create agendas, report minutes, and complete actions for all meeting
- Maintain correct list of programs, certificates, unsupported minors, and General Education in Campus Labs
- Provide access to and training in Campus Labs; stay updated on all Campus Labs changes; submit Campus Labs support tickets as issues arise
- Maintain IE SLO Assessment Webpage
- Stay up-to-date on assessment best practices and information; attend/present at conferences regarding assessment
- Support D2L/rubric support group
Ongoing

February — March — April — May — June — July

Academic Programs contributing to the SLO Assessment Process for Gen. Ed.
- Finalize Collection of SLO Assessment Data
- Analyze data, identify areas for improvement, and develop use of results
- Revise program SLOs, curriculum map, and assessment calendar
- Submit curriculum map and assessment calendar in Campus Labs
  Suggested Due Date: February 28
7

GESAC
Conduct review of General Education SLO Reports
Due Date: April 30
8

Academic Programs contributing to the SLO Assessment Process for Gen. Ed.
Review input from the GESAC, revise SLO Reports as needed, and enter information in Campus Labs
Due Date: April 30
9a

SLO Working Group
- Support chairs/program directors involved in Gen. Ed. SLO assessment process, including access to Campus Labs
- Collaborate with GESAC to review and modify Gen. Ed. SLO Reports to ensure compliance and quality
  Due Date: May 31
9b

SLO Working Group
- Collaborate with SLO assessment participants to modify process and update timeline, Campus Labs templates and resources, tools, policy, charters, SOP, etc., as needed for continuous improvement
- Prepare for the SLO Assessment Kick-Off
- Prepare for SLO training/workshops
- Prepare for Campus Labs drop-ins
- Schedule all meetings for upcoming fiscal year
- Generate and archive past year's SLO Reports and lock year in Campus Labs
10