

Handbook for the SLO Convocation

April 15, 2011

CONVOCAATION OUTCOMES

	SLOs	PLOs
Phase 1	100% entered in ECMS by the end of the convocation	100% complete by the end of the convocation
Phase 2	100% entered in ECMS by the end of the convocation	100% complete by the end of the convocation
Phase 3	Target: at least 60% entered in ECMS by July 15	

How to determine “Where You Are” and what to do next during the SLO Convocation

Different departments/programs are currently at different stages in the SLO process, ranging from the writing of course-level SLOs to the assessment of PLOs. The following are a few tips to help you determine your program’s progress with respect to the SLO process, to further navigate each stage, and to maximize the efficiency of your work during this year’s (April 15) SLO convocation. We recommend that you proceed through each step in order.

1. PLO Phase One:

PLOs (Program Level Outcomes) are statements that identify the broader outcomes for your program (i.e. what students will be able to *do* after having worked with your program). At this point all certificate and degree programs have written and submitted PLO statements. Many instructional departments have also submitted PLO statements. If your PLO statements are not yet written, or if you would like to change/revise your PLO statements, be sure to do so by the end of the convocation. A form for writing and submitting PLO statements can be found at <http://deanza.edu/slo>

2. PLO Phase Two:

The PLOAC (Program Level Outcome Assessment Cycle) involves applying the 3-phase assessment process to your PLOs. Because of the broader nature of this work, it is not expected that you will have completed the PLOAC process this year. It *is*, however, expected that you will have mapped each PLO statement to a relevant ICC (Institutional Core Competency) at De Anza College, and *planned* an assessment for each PLO to be completed by the end of the 2013-14 academic year.

When mapping your PLOs to the ICCs, you may want to spend some time discussing the following in your group:

- What are the *specific* ways in which our program contributes to the broader aims of the institution?
- What is the distinctive role that we play in the De Anza campus community? Is there something that we bring to the institution that is *unique* to our program?
- Note that it is *not* necessary for your program to be mapped to *all* of the ICCs. Focus on those ICCs which are most clearly reflected in your work.

When planning your PLO assessments, you may want to spend some time discussing the following in your group:

- How do we *know* if we’re meeting the aims that we have set out for ourselves?

- How will our assessments *show* that we help our students to meet one or more of De Anza's broader ICCs?

The forms for mapping PLOs to the ICCs, and for planning your PLO assessments, can be found at <http://deanza.edu/slo> (NOTE: You only need to complete the 2 leftmost columns of the mapping form at this time)

All forms mentioned in the above steps should be submitted to outcomes@deanza.edu by 3:00 P.M. on April 15.

A strategic note on steps 1&2: Some academic departments offer multiple certificates and degrees, each of which might be said to constitute an independent 'program'. In these sorts of cases, it is up to the discretion of the individual department to determine whether each certificate will have its own set of PLOs and assessments or not. Remember, a key aim of our work is to make our assessment process *meaningful, reasonable, and systematic*. If grouping several certificates and degrees under a common set of PLOs and assessments will better enable your department to complete this work, this may be a good strategy to pursue.

3. SLO Phase One:

The most fundamental step in the SLOAC (Student Learning Outcome Assessment Cycle) process involves writing course-level SLOs (Student Learning Outcomes). It is expected that 100% of course-level SLOs will be written by the end of the convocation day. If you still have courses without SLOs, be sure to write them today. If you would like some guidance on writing high-quality SLO statements, you may want to review the guide found at <http://deanza.edu/slo/>

4. SLO Phase Two:

The second phase in the SLOAC process involves planning an assessment for the outcome statements you have written. There are many effective tools for SLO assessment, including embedded assessment (using data gathered from assignments that are already a part of your courses), student portfolios, and capstone projects. The guide linked above can provide assistance in determining which assessment methods will best work for you.

While some courses may be impossible to assess because of logistical issues (the course will not be offered this year, etc.), it is at the very least possible to *plan* assessments for these courses. By the end of the convocation, you should be able to complete phases 1 and 2 for 100% of course-level SLOs this year.

5. SLO Phase Three:

In the final phase of the SLOAC process, you will *reflect* upon your assessment in a discussion with your colleagues, and on the basis of this reflection plan an *enhancement* to your course to better meet the stated outcome (or, in some cases, revise the SLO statement or assessment method instead). It is crucial to the SLO process that your reflection be based in the dialogue that you have with your colleagues.

It is expected that departments/programs will have completed as many SLOACs as possible by the end of the year. While it may not be possible to complete phase 3 for all SLOs by the end of the convocation, it is expected that 60% of all SLOACs on the campus will be completed and documented in ECMS (explained next) by July 15th, 2011. A primary function of this convocation is to provide the time needed to carry phase 3 out in those cases where it hasn't been done already—take advantage of this time to discuss your assessments with your colleagues!

A strategic note on steps 3-5: While some departments will be able to finish all SLOACs this year, other departments offer more courses than they can reasonably expect to assess by July 15. If logistics require your department to select *which* courses to focus on for this year's SLOACs, we recommend that you begin with those courses which are most immediately relevant to your PLO assessments. If you assess these courses first, you may be better able to complete your PLO assessments sooner, leaving you time to focus on remaining course-level SLOACs later on.

6. Document SLOACs in ECMS:

Make sure that you have entered all SLOAC information into the ECMS system. Your department chair has been provided with a list of current SLOAC information for your program as it is currently found in the system.

This is a crucial step in the process, as this currently serves as our sole method of documenting the course-level SLO work your program has done. Information on using the SLO component of the ECMS system can be found at <http://deanza.edu/slo>

The documents and data that you collect during the convocation process will ultimately be used to complete some SLO-related questions on this year's Annual Program Review Update form. It's our hope that the work done during the convocation will help to make the program review process a little bit easier for you this year.

Help will be available to you throughout the convocation day at room ATC 205 beginning at 10:15 AM. SLO committee members will be on hand to answer any and all questions that you may have. Please feel free to drop in!