Course Level SLO Implementation Process
at
Saddleback College

Submitted by the Institutional Effectiveness Committee
Approved by Academic Senate and PBC

April 1, 2008

Implementation Process

Background

The accrediting agency for California Community Colleges (ACCJC) has elected to use Student Learning Outcomes (henceforth, referred to as SLOs) as an integral part of its accrediting standards. In Saddleback College's 2004 accreditation evaluation report, the college was criticized for not having a formal action plan to implement SLOs across the campus, and for not having a program review process that guides instructional, student service, and administrative decision-making. The SLO Implementation Team and Implementation Process proposal created and linked these important assessment processes on campus, and to make them the center of continuous self-evaluation in order to improve both instruction and student services.

In our latest Accreditation Commission January 2008 Action Letter, the only College Recommendation that needed resolution before the October 2008 is the following:

College Recommendation 3: The team recommends that the college develop and implement student learning outcomes across the college by:

A. Developing measurable learning outcomes for all courses, degrees, certificates, programs, and services (Standards I.B.1, I.B.2, II.A.1.C, II.a.2.a, and II.A.2.b);
B. Defining and instituting research procedures for measuring, assessing, and tracking learning outcomes (Standards I.B.2, I.B. 3, II.A.1,c, II.A.2.a, and II.A.2,b); and
C. Creating a staff development program to educate and train all pertinent faculty and staff members in the identification, assessment, and evaluation of student learning outcomes. (Standards IB.4, II.A.2.d, II.A.5)

> "Since the above mentioned recommendations were first noted by the Commission in January 2005 (as a result of the October 2004 comprehensive team visit), the college has lapsed significantly beyond the Department's two-year rule and needs to ensure that these recommendations are completely resolved at the time of the October 2008 report." (Accreditation Commission January 2008 Action Letter, January 31, 2008, B.Beno)

In the Accreditation Focused Midterm Visit Report (December 12, 2007) the following was identified as the area of need for our SLOs on campus:

> "The college has continued to make progress in the development, implementation, institutionalization, and assessment of SLOs. This has been made possible through the efforts of the SLO Implementation Team that includes the Institutional Effectiveness Coordinator, Program Review Chair, Curriculum Committee Chair, and the Research Specialist. A review of the documents provided confirms that program SLOs are linked to the college mission statement, a program or unit's intended outcomes, and assessment or evaluation. ***Even so, the college has only a small portion of SLOs completed at the course level. Along the same lines, there is much development still to be done in the area of assessing the course-level SLOs."***

Plan

The Institutional Effectiveness Committee reviewed the above recommendations and with the expertise of the Curriculum Chair and Curriculum Specialist put together a plan to address moving the college to course level and institutional level student learning outcomes over the next six months in order to be in compliance of the Accreditation Commission's recommendation by October 2008. Although much has been accomplished at the program level for student learning outcomes and administrative outcomes, there is a critical need to document and have assessments in place for all courses. The Institutional Effectiveness committee proposes the following plan of action:

1. All courses must have an SLO written for the course and method of assessment to be submitted on a form created by the Curriculum Office by August 22, 2008.
2. The **Designated Discipline Expert** will be given flex credit.
3. The **Designated Discipline Expert** should determine the AREA OF COMPETENCY for the Student Learning Outcome(s) by choosing the area most appropriate for each competency identified. (7 areas identified)
4. In order to be sure that each course has an SLO, please ask faculty to use the appropriate published catalog as a guide.
5. The Institutional Effectiveness Committee will support the College's efforts by providing any training or support needed to complete course level SLOs and any research or assessment needs

The above policy change needs to be reviewed and approved by the following college constituents:

- Academic Senate
- Planning and Budget Council (PBC)
- President of the College

Timeline

March 5, 2008	Presentation to Academic Senate
March 26, 2008	Approval of proposal by Academic Senate
April 1, 2008	Presentation to PBC for Approval
April 9, 2008	Announcement to Deans at Deans' Cabinet with deadlines for submission of SLOs and assessments
April 11, 2008	Letter to faculty on the plan to for course level SLOs and distribution of the SLO form to Deans
May 30, 2008	Update on number of completed course level SLOs and assessment documented and second set of communications to divisions
July 3, 2008	Update on number of completed course level SLOs and assessment documented
June 2 – August 1, 2008	Input of course level SLOs into Curricunet to prepare report for October 2008 mid-term report
August 22, 2008	Last Day to turn in SLO and methods of assessments

Workload Responsibilities

Faculty

- Faculty will be asked to submit a SLO form with the curriculum they wish to schedule.

Curriculum Office –

The Curriculum Office is the foundation for the implementation and development of course level SLOs at Saddleback College. The following are workload responsibilities assigned to this office.

- The Office of the Vice President of Instruction and the Curriculum Office will coordinate the policy change which adds the element of SLOs to each piece of curriculum.
- The Curriculum Specialist and Assistant will be the primary point of contact for faculty to submit their SLO form.
- The Curriculum Office will keep each course level SLO form. With the implantation of CurricuNet course level SLO information will need to be added as a key piece to each curriculum.
- The Curriculum Office is responsible for the review of the SLO form and coordination with the Research Office to evaluate the method of assessment for each course SLO.

Institutional Effectiveness Committee

- The Institutional Effectiveness Office will support the efforts of the Curriculum Office and work with the Vice President of Instruction to monitor the above proposal.

Budgetary Issues

1. Add/Assign a SLO project specialist to the Curriculum office until this project is completed.