

**Saddleback College
EPA Processes and Due Dates
July 1, 2010**

REQUIREMENT	DESCRIPTION	STATUS	TIMELINE
Course-Level SLOs	Each course must have 3-5 SLOs written, although only one SLO need be assessed per year.	Each course currently 3-5 SLOs written.	At least one SLO must be assessed for each course offered annually. Results for each year should be submitted by the third Friday of September of the following Fall semester.
Program-Level SLOs and AUOs	Each program and administrative unit must assess 3-5 program-level SLOs/AUOs on a yearly basis.	Most instructional programs and administrative units are regularly completing program-level SLOs and AUOs.	At least 3 program-level SLOs must be assessed annually. For some programs, these will come directly from the course-level SLOs. Results for each year should be submitted by the third Friday of September of the following Fall semester.
Institutional SLOs	<p>All course-level SLOs must be linked to an institutional SLOs so that yearly reports can be produced.</p> <p>Scoring rubrics for some institutional SLOs are developed and distributed to faculty.</p>	<p>Institutional SLOs were approved by the Academic Senate.</p> <p>Information Competency is assessed by a scoring rubric completed for all IC courses.</p>	Course-level SLOs are linked to ISLOs when input into CurricUNET. IC is assessed annually.
Program Reviews	Program Reviews are required of all vocational programs every two years. All other programs must submit a review every five years. In addition, an annual update is due each year.	All programs have completed their first Program Review. Many have now completed or are working on their second review. The annual update process was implemented in 2009-2010.	Program Reviews must be completed and submitted every 2 to 5 years.

REQUIREMENT	DESCRIPTION	STATUS	TIMELINE
Administrative Unit Reviews	Administrative Unit Reviews are due every five years. In addition, an annual update is due each year.	All administrative units have completed their first Administrative Unit Review.	Administrative Unit Reviews must be completed and submitted every 5 years.
Annual Updates	The Needs Assessment of the Program/Administrative Unit Review must be submitted as an Annual Update each year.	This was instituted in 2009-2010. Many programs and units have submitted their annual reviews, but not all.	Annual Updates must be submitted by May of each year.