

## SPRING 2016 CHECKLIST FOR DEPARTMENT CHAIRS

Department \_\_\_\_\_

Meeting Date \_\_\_\_\_

### **COURSE UNITS**

- The courses in the department's "Course Unit" are accurate (compare with newest VC catalog)

Missing courses: \_\_\_\_\_

Courses new/not offered but will be in next year: \_\_\_\_\_

- All courses have at least one CSLO and one ISLO.
- At least 25% of courses have "closed the loop".
- CSLO rubrics are uploaded and attached to all findings. (ISLO rubrics are not required.)
- Rotational Plan for courses is complete.
- All SLOs are set to assess in a cycle **NO LATER THAN** Spring 2017.
- All courses have been assessed on their scheduled cycles.

### **PROGRAM UNIT**

- The courses in the department's "Program Unit" are accurate and match the degree/COA in the catalog.
- Rotational Plan for PSLOs is complete.
- All PSLOs are set to assess in a cycle **NO LATER THAN** Spring 2017.
- All PSLOs have been assessed on their scheduled cycles.
- At least one PSLO has "closed the loop".

### **SYLLABI**

- Have you verified that all syllabi have the correct SLOs?

\_\_\_\_\_ Department/Service Unit Representative

\_\_\_\_\_ Facilitator