

**Draft Policy for Assessing Courses that are Not Offered**

The following is a policy on addressing classes that were not offered during the scheduled assessment semester, which would otherwise result in the department being placed on the “No SLO, No Dough” list. This policy will give departments multiple opportunities to resolve missing course assessments. The purpose of this policy is to outline the process by which SLO assessments are shifted from one semester to the next, while also ensuring that departments are regularly reviewing their curriculum and course offerings.

- 1) 1<sup>st</sup> instance – SLO Notice
  - a. SLO assessment shifted to next semester.
  - b. Dept Chair and Dean are notified that course is on SLO notice, and that assessment semester was shifted. Dept chair can respond that they would prefer it to be shifted to a different semester.
  - c. Example – MATH V77 is scheduled for assessment in fall 2020. However, it was not offered in fall 2020. So, its scheduled assessment semester is shifted to spring 2021.
  
- 2) 2<sup>nd</sup> instance – SLO Watch List
  - a. SLO assessment shifted to next semester.
  - b. Dept Chair, Dean, VP of Academic Affairs, and Curriculum Committee Chair are notified that course is on SLO watch list, and that further shifts will result in the department being placed on the “No SLO, No Dough” list.
  - c. Dept chair develops plan to address issue.
  - d. Example – After being shifted to spring 2021, MATH V77 is not offered again during its scheduled assessment semester. So, its scheduled assessment semester is shifted again to fall 2021.
  
- 3) 3<sup>rd</sup> instance – No SLO, No Dough
  - a. SLO assessment shifted to next semester.
  - b. Dept Chair, Dean, VP of Academic Affairs, and Curriculum Committee Chair are notified that department meets “No SLO, No Dough” criteria
  - c. Dept chair develops plan to address issue.
  - d. Example – After being shifted again to fall 2021, MATH V77 is not offered again during its scheduled assessment semester. So, its scheduled assessment semester is shifted again to spring 2022.

**“No SLO, No Dough” Criteria**

1. All active courses in the program have at least two Course SLOs.
2. All active courses in the program have at least one Institutional SLO.
3. All Course SLOs have been assessed in accordance with their assessment cycle.
4. All Program SLOs have been assessed in accordance with their assessment cycle

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