

## SPRING 2016 CHECKLIST FOR DEPARTMENT COORDINATORS

### SERVICE UNITS

- Each unit has at least one ISUO or ISLO.
- Each unit has at least 2 to 3 SUOs.
- The unit has at least one “closing the loop”.
- Rotational Plan for SUOs is complete.
  - All SLOs are set to assess in Spring 2016, and annually thereafter.

### COURSES UNITS

- The courses in the department’s “Course Unit” are accurate.
- Each course has at least one CSLO and one ISLO.
- Rotational Plan for CSLOs is complete.
  - All SLOs are set to assess in a cycle **NO LATER THAN** Spring 2017.
- All CSLOs have been assessed on their scheduled cycles.
- At least one CSLO has “closed the loop”.

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Department/Service Unit Representative

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Facilitator