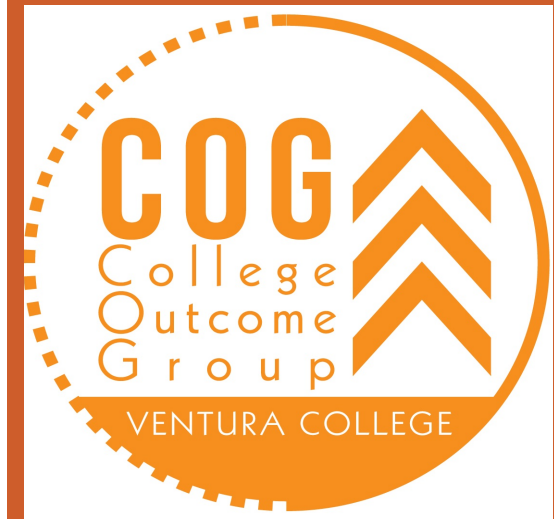


2017-2018  
CLOSING THE SLO/SUO CYCLE

**REVIEW,  
REFLECT,  
RESET**



Guide  
&  
Instructions

# IMPORTANT REMINDER

- All SLO's and SUO's not assessed in the last five-year cycle **must be assessed during this final stage of the cycle.**
- This assessment **must be completed at the same time** you close the previous cycle to prepare for the new cycle.
- Deadline is **May 18, 2017** to complete the entire cycle (**BOTH PARTS**).



FALL 2017  
REVIEW & REFLECT

PHASE  
ONE



# PHASE 1: PURPOSE

THIS  
IS  
THE TIME  
TO  
MAKE  
CHANGES

- To evaluate the current SLO's and SUO's for measurability and connection to objectives in each course, program, and service area.
  - SLO's and SUO's should **reflect the objectives** in the course, program or service area
  - SLO's and SUO's should **be measurable to produce meaningful data** to aid in the implementation of improvements.

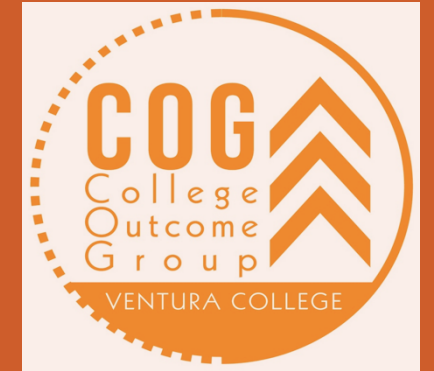
# PHASE ONE

## SLO PACKET PARTS

- *For instructional programs and disciplines*
- Phase One Instructions
- Course List Form
- SLO Review Form (one for each course in the program/discipline)
- Program Review Form
- Timeline
- Phase One Submission Verification Form

*\*\*\*Samples available at*

<http://www.venturacollege.edu/college-information/student-learning-outcomes/slo-training>



PHASE ONE  
SLO  
PACKET  
INSTRUCTIONS



2017-2018 REVIEW, REFLECT, RESET  
**PHASE ONE: Course List**

PROGRAM/DISCIPLINE:

DIVISION:

**INSTRUCTIONS:** Please list all courses within the program and complete the requested information. This will aid the COG team with entering and tracking SLO changes.

#	COURSE PREFIX & NUMBER	COURSE TITLE	SEMESTER OF LAST OFFERED ACTIVE SECTION	EXISTING COURSE	NEW/REVISED COURSE OFFERED AFTER SPRING 2017	DELETING COURSE FROM CATALOGUE
EX	THA V11D	Technical Theatre Production IV		X		
1						
2						
3						
4						
5						


## EXPLANATION: **COURSE LIST FORM**

The purpose of this form is so the COG team understands if the course is existing, new/updated or needs deleting.

**NOTE:** The COG team prepopulated the prefix, number, and name of all courses

# COURSE LIST FORM

## NEW/REVISED COURSE OFFERED AFTER SPRING 2017




	SEMESTER OF LAST OFFERED ACTIVE SECTION	EXISTING COURSE	NEW/REVISED COURSE OFFERED AFTER SPRING 2017	DELETING COURSE FROM CATALOGUE
ction IV		X		
gy	Fall 2017	X		

- Check this column if this is a new, revised, or updated course offered after Spring 2017.
- These courses will be assessed in the new five-year cycle (2018 – 2023).

# COURSE LIST FORM

## EXISTING COURSE

- Check this column if the course was offered during the first five-year cycle and has not been updated or revised.



	SEMESTER OF LAST OFFERED ACTIVE SECTION	EXISTING COURSE	NEW/REVISED COURSE OFFERED AFTER SPRING 2017	DELETING COURSE FROM CATALOGUE
Production IV		X		
ology	Fall 2017	X		



# COURSE LIST FORM

## DELETING COURSE FROM CATALOGUE

within the program and complete the requested information. This  
 checking SLO changes.

	SEMESTER OF LAST OFFERED ACTIVE SECTION	EXISTING COURSE	NEW/REVISED COURSE OFFERED AFTER SPRING 2017	DELETING COURSE FROM CATALOGUE
duction IV		X		
ology	Fall 2017	X		

- Check this column if course needs to be deleted due to inactivity.
  - Please note the prepopulated “semester of last offered active section” column.
  - This is to aid in conversations about archiving/deleting.

### SPECIAL NOTE

SLO facilitators  
*cannot delete your course*  
 in Curricunet.  
 This must done by the appropriate faculty.



## 2017-2018 REVIEW, REFLECT, RESET PHASE ONE: Course SLO Review Form

PROGRAM/DISCIPLINE:

PREFIX, NUMBER, TITLE:

**IMPORTANT:** Please complete one form for each course. Courses should assess a minimum of 2 CSLO's and 1 ISLO.

### CSLO's

**INSTRUCTIONS:** Please assess all CSLO's for the course and provide the requested information. To input, place your cursor in the box and input the information. It will expand when necessary. All changes must be updated in CurricUNET and approved through the curriculum process before the COG team may enter changes in TracDat.

IS THE SLO APPROPRIATE? INSTRUCTIONS: 1. List the course objectives associated with the SLO. 2. Explain how the SLO links specifically to the course objective(s) in the COR	IS THE SLO MEASURABLE? INSTRUCTIONS: List the Bloom's verb within the SLO.  NOTE: If you are using "knows" or "understands", you must change your SLO. Accreditors no longer accept these verbs as measurable.	ACTION (Please check appropriate box)				REVISION/UPDATE If SLO is being changed, write the new SLO below.
		NO REVISION	REWRITE SLO	ADD SLO	ARCHIVE SLO	
CSLO-1						

## EXPLANATION: SLO REVIEW FORM

This form serves as a tool for faculty to review the current SLOs for each course and discuss their measurability and connection to course objectives. Faculty will record all decisions on the form.

**NOTE:** The COG team prepopulated the CSLOs and ISLOs for each course (form) within the discipline/program.

# SLO REVIEW FORM

## STEP ONE - DISCUSS CSLO's

IS THE SLO APPROPRIATE? INSTRUCTIONS: 1. List the course objectives associated with the SLO. 2. Explain how the SLO links specifically to the course objective(s) in the COR		IS THE SLO MEASURABLE? INSTRUCTIONS: List the Bloom's verb within the SLO.  NOTE: If you are using "knows" or "understands", you must change your SLO. Accreditors no longer accept these verbs as measurable.
CSLO-1	Determine how theatre fits within the arts and its role in society.	
CSLO-2	Identify and analyze the various forms of theatre and its development from ancient civilizations to the present.	
CSLO-3	Differentiate the major genres and styles of dramatic literature	
CSLO-4	Identify and analyze the structural elements of dramatic literature	
CSLO-5	Experience and analyze a play critically	
CSLO-6	Differentiate the functions and contributions of members of a theatrical	

*NOTE: The COG team created a form for each course and prepopulated the CSLO's for the course in each discipline*

- Review each SLO.  
In discussion, identify the course objectives and explain how it relates to the CSLO.
- Identify the Blooms verb(s).
  - **NOTE:** If the current SLO contains either *understand* or *knows*, **you must rewrite it.**

**\*\*\*** See "Sample **SLO Review Form** on the SLO webpage under **SLO Training** link

## SLO REVIEW FORM

# STEP TWO – DETERMINE ACTIONS FOR CSLO's

SLO RABLE?  CTIONS: Bloom's in the  If you are ows" or nds", you nge your creditors no cept these measurable.	ACTION (Please check appropriate box)				REVISION/UPDATE If SLO is being changed, write the new SLO below.
	NO REVISION	REWRITE SLO	ADD SLO	ARCHIVE SLO	
				X	

1. Select the appropriate column by placing an "x".  
**NOTE:** If you are rewriting SLO, you must also **archive** the original.
2. Write your new updated SLO here.

**\*\*All updates to CSLO's must go through Curricunet for approval.\*\***

## SLO REVIEW FORM

# STEP THREE – REVIEW ISLO's & DETERMINE ACTIONS

### IS THE ISLO APPROPRIATE TO THE COURSE?

#### INSTRUCTIONS:

Please examine the ISLO's assessed in the course. Is each ISLO appropriate to the course content input, right click on the box by your choice(s) and click "Properties" in the menu. A dialogue box will be "checked" in the upper right corner. If you have done it correctly, an "x" will appear in the box.

YES, keep as indicated in TracDat

#### CHANGE ISLO(s)

(Faculty may elect to change or add more than one ISLO to assess if appropriate.)

- ISLO 1 - Communication (Written, Oral, & Visual)
- ISLO 2 - Reasoning (Scientific & Quantitative)
- ISLO 3 - Critical Thinking & Problem Solving
- ISLO 4 - Information Literacy
- ISLO 5 - Personal/Community Awareness and Academic/Career Responsibility

ISLO-1

ISLO-2

ISLO-3

ISLO-4

ISLO-5

- Review the ISLO's currently aligned with your service unit and determine if you would like to make any changes.
- If you are changing or adding ISLO's, please mark the appropriate box

\*\*\*SEE "Sample *SLO Review Form*" on the SLO webpage under *SLO Training* link.



## 2017-2018 REVIEW, REFLECT, RESET PHASE ONE: Program SLO Review Form

PROGRAM/DISCIPLINE:

**IMPORTANT:** Each program should assess a minimum of 3 PSLO's.

### PSLO's

**INSTRUCTIONS:** Please assess each PSLO's in the program and provide the requested information. To input, place your cursor in the box and input the information. It will expand when necessary. **All changes must be updated in Curricunet and approved through the curriculum process before the COG team may enter changes in TracDat.**

IS THE PSLO APPROPRIATE? INSTRUCTIONS: 1. List the program objectives associated with the PSLO. 2. Explain how the PSLO links specifically to the program objective(s).	IS THE PSLO MEASURABLE? INSTRUCTIONS: List the Bloom's verb within the PSLO.  NOTE: If you are using "knows" or "understands", you must change your PSLO. Accreditors no longer accept these verbs as measurable.	ACTION (Please check appropriate box)				REVISION/UPDATE If PSLO is being changed, write the new PSLO below.
		NO REVISION	REWRITE PSLO	ADD PSLO	ARCHIVE PSLO	
PSLO-1						

## EXPLANATION: PROGRAM REVIEW FORM

This form serves as a tool for faculty to review the current PSLO's for each program and discuss their measurability and connection to program objectives. Faculty will record all decisions on the form.

**NOTE:** The COG team prepopulated the PSLO's for each academic program.

# PROGRAM REVIEW FORM



## 2017-2018 REVIEW, REFLECT, RESET PHASE ONE: Program SLO Review Form

PROGRAM/DISCIPLINE:

**IMPORTANT:** Each program should assess a minimum of 3 PSLO's.

**INSTRUCTIONS:** Please assess each PSLO's in the program and provide the requested information. To input, place your cursor in the box and input the information. It will expand when necessary. **All changes must be updated in Curricunet and approved through the curriculum process before the COG team may enter changes in TracDat.**

IS THE PSLO APPROPRIATE? <b>INSTRUCTIONS:</b> 1. List the program objectives associated with the PSLO. 2. Explain how the PSLO links specifically to the program objective(s).	IS THE PSLO MEASURABLE? <b>INSTRUCTIONS:</b> List the Bloom's verb within the PSLO.  <b>NOTE:</b> If you are using "knows" or "understands", you must change your PSLO. Accreditors no longer accept these verbs as measurable.	ACTION (Please check appropriate box)			REVISION/UPDATE If PSLO is being changed, write the new PSLO below.
		NO REVISION	REWRITE PSLO	ADD PSLO	
PSLO-1					
PSLO-2					
PSLO-3					
PSLO-4					
PSLO-5					

- If you have an academic program, repeat the same process for the program that you used for SLO Review Form.

**\*\*\*SEE "Sample SLO Review Form" on the SLO webpage under *SLO Training* link.**

# PHASE ONE SUO PACKET PARTS

- *For service areas*
- Phase One SUO Instructions
- SUO Review Form (one for each course in the program/discipline)
- Timeline
- Phase One Submission Verification Form



PHASE ONE  
SUO  
PACKET  
INSTRUCTIONS





# 2017-2018 REVIEW, REFLECT, RESET PHASE ONE: SUO Review Form

SERVICE AREA:

**IMPORTANT:** Service units should assess a minimum of 2 SUO's, 1 ISUO and 1 ISLO.

## SUO's

**INSTRUCTIONS:** Please assess all SUO's for the service area and provide the requested information. To input, place your cursor in the box and input the information. It will expand when necessary. All changes must be updated in Curricunet and approved through the curriculum process before the COG team may enter changes in TracDat.

	IS THE SUO APPROPRIATE? INSTRUCTIONS: 1. List the area objectives associated with the SUO. 2. Explain how the SUO links specifically to the service provided and area objective(s).	IS THE SUO MEASURABLE? INSTRUCTIONS: List the Bloom's verb within the SUO.  NOTE: If you are using "knows" or "understands", you must change your SUO. Accreditors no longer accept these verbs as measurable.	ACTION (Please check appropriate box)				REVISION/UPDATE If SUO is being changed, write the new SUO below.
			NO REVISION	REWRITE SUO	ADD SUO	ARCHIVE SUO	
SUO-1							
SUO-2							

## EXPLANATION: SUO REVIEW FORM

This form serves as a tool for service area staff to review the current SUO's and discuss their measurability and connection to area objectives. Staff will record all decisions on the form.

**NOTE:** The COG team prepopulated the SUO's, ISUO's, and ISLO's for each service area.

# SUO REVIEW FORM

## STEP ONE – DISCUSS SUO's

	IS THE SUO APPROPRIATE? INSTRUCTIONS: 1. List the area objectives associated with the SUO. 2. Explain how the SUO links specifically to the service provided and area objective(s).	IS THE SUO MEASURABLE? INSTRUCTIONS: List the Bloom's verb within the SUO.  NOTE: If you are using "knows" or "understands", you must change your SUO. Accreditors no longer accept these verbs as measurable.	ACTION (Please check appropriate box)		
			NO REVISION	REWRITE SUO	ADD SUO
SUO-1					
SUO-2					
SUO-3					
SUO-4					
SUO-5					
SUO-6					
SUO-7					

**NOTE:** The COG team prepopulated the SUO's for each service area.

- Review each SUO.
  - In discussion, identify the service objectives and explain how it relates to the SUO.
- Identify the Blooms verb(s).
  - **NOTE:** If the current SLO contains either *understand* or *knows*, you must rewrite it.

## SUO REVIEW FORM

# STEP TWO – DETERMINE ACTIONS FOR SUO's

SUO REVIEWABLE?  ACTIONS: Bloom's within the  If you are knows" or stands", you change your creditors no accept these measurable.	ACTION (Please check appropriate box)				REVISION/UPDATE  If SUO is being changed, write the new SUO below.
	NO REVISION	REWRITE SUO	ADD SUO	ARCHIVE SUO	
				<input checked="" type="checkbox"/>	

- Select the appropriate column.  
**NOTE:** *If you rewrite an SUO, you must also archive the original.*
- Write your new or changed SUO here.

## S U O R E V I E W F O R M

# STEP THREE – REVIEW ISUO’S/ISLO’S & DETERMINE ACTIONS

In the upper right corner. If you did it correctly, an "x" will appear in the box.

ISUO-1	
ISUO-2	

YES, keep as indicated in TracDat

**CHANGE ISUO(s)**  
(Coordinators and staff may elect to change or add both ISUO's to assess if appropriate.)

ISUO 1 - The Service will support or facilitate a positive learning or service environment for students.

ISUO 2 - The Service will support or facilitate institutional accountability by monitoring compliance with statutory mandates, local policy and procedures, and state or federal law.

**ISLO's**

**IS THE ISLO APPROPRIATE TO THE SERVICE AREA?**

**INSTRUCTIONS:**  
Please examine the ISLO's assessed in the area. Is each ISLO appropriate to the services provided to students? To input, right click on the box by your choice(s) and click "Properties" in the menu. A dialogue box will appear with. Select "checked" in the upper right corner. If you did it correctly, an "x" will appear in the box.

ISLO-1	
ISLO-2	
ISLO-3	
ISLO-4	
ISLO-5	

YES, keep as indicated in TracDat

**CHANGE ISLO(s)**  
(Coordinators and staff may elect to change or add more than one ISLO to assess if appropriate.)

ISLO 1 - Communication (Written, Oral, & Visual)

ISLO 2 - Reasoning (Scientific & Quantitative)

- Review the ISUO's & ISLO's currently aligned with your service unit and determine if you would like to make any changes.
- If you are changing or adding an ISUO or ISLO's, please mark the appropriate boxes.



2017-2018  
REVIEW, REFLECT, RESET  
PHASE ONE: Submission Verification

## GENERAL INFORMATION

PROGRAM/DISCIPLINE or SERVICE AREA

DIVISION (if applicable)

PREPARER(S):

## MEETING INFORMATION

## EXPLANATION: SUBMISSION VERIFICATION FORM

ACCJC requires faculty record collaboration in the SLO/SUO process.

Incomplete packets will place disciplines, programs and service units on the No SLO/SUO, No Dough List.

# SUBMISSION VERIFICATION FORM

## STEP ONE – COMPLETE DISCIPLINE/PROGRAM INFORMATION

PROGRAM/DISCIPLINE OR SERVICE AREA

DIVISION (if applicable)

PREPARER(S):

MEETING INFORMATION

INSTRUCTIONS: Please list the date(s) and times of your SLO/SUO meetings and the faculty/staff who participated in discussions. If the meeting occurred during a regular area, program, discipline or department meeting, please indicate the time spent discussing SLO's/SUO's.

	DATES	TIMES	ATTENDEES
Example	September 20, 2017	4:00 to 5:00 PM	A. Horigan, N. Cole, P. Briggs, etc.
MEETING #1 DATE			
MEETING #2 DATE			
MEETING #3 DATE			

PREPARER(S) VERIFICATION

I verify faculty and/or staff assessed and revised all CSLO's, ISLO's, PSLO's and/or SUO's within the program/discipline or service area. The findings in these discussions are reflected in the "Phase One: Review" documents and find them complete. The preparer(s) may provide comments below.

COMMENTS:

1. Complete the form listing discipline/program information
2. Record dates of all meetings (email is fine) and all participants.
3. The preparer will sign and add comments if necessary.
4. Submit the entire packet to the Department Chair/Coordinator for review and verification.

# SUBMISSION VERIFICATION FORM

## STEP TWO – DEPARTMENT CHAIR REVIEW & VERIFICATION

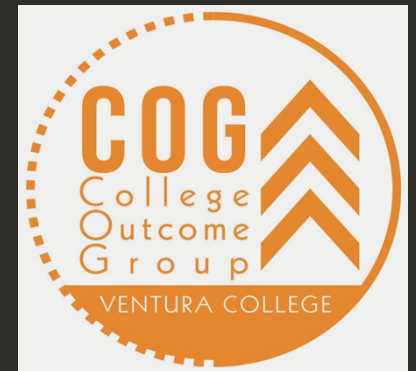
- The Department Chair will review and verify with a signature. Add comments if appropriate.
- Submit to the Dean for the same process.

_____ PREPARER #2 SIGNATURE	_____ DATE
<b>DEPARTMENT CHAIR/COORDINATOR VERIFICATION</b>	
I verify faculty assessed and revised all CSLO's, ISLO's, PSLO's and/or SUO's within the program/discipline or service area. I reviewed the documents in "Phase One: Review" for this year's SLO/SUO Cycle and find them complete. <i>The department chair may provide comments below.</i>	
COMMENTS: _____	
_____ DEPARTMENT CHAIR/COORDINATORS'S SIGNATURE	_____ DATE
<b>DEAN VERIFICATION</b>	
I verify I reviewed all documents in Phase One: Review of this year's SLO/SUO Cycle and find them complete. <i>The dean may provide comments below.</i>	
COMMENTS: _____	
_____ DEAN'S SIGNATURE	_____ DATE

# TIMELINE

2017/2018

REVIEW,  
REFLECT.  
RESET





# FALL 2017: PHASE ONE TIMELINE

T A S K	D A T E S
PHASE ONE: Review & Reflect Packets delivered to Department Chairs/Coordinators	Tuesday, September 26, 2017
PHASE ONE: Review & Reflect Packets submitted to Andrea Horigan and Nathan Cole	Tuesday, October 31, 2017
PHASE ONE: Review & Reflect Packets distributed to College Outcome Group members for review	Tuesday, November 7, 2017
PHASE ONE: Review & Reflect Packets returned to Department Chairs/Coordinators with recommendations	Thursday, December 14, 2017

# WHAT HAPPENS NEXT?

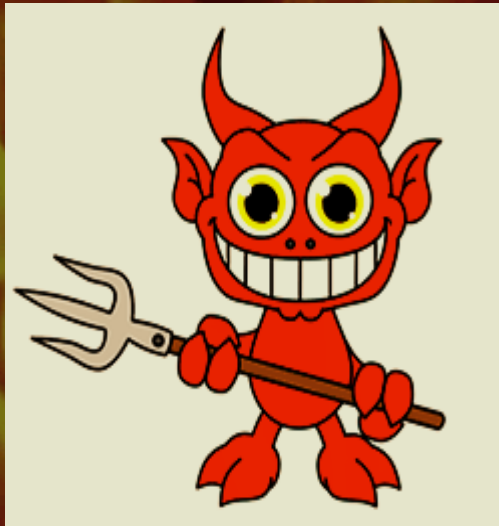
- The College Outcome Group (COG) will review each packet for completion and to make recommendations.
  - **RECOMMENDATIONS:** No substantive changes will be made by us, only suggestions/corrections if necessary.
- The packet will be returned to Department Chairs/ Coordinators by December 14.
- Phase 2: Reset begins in early spring.

# SPRING 2018: PHASE TWO & THREE TIMELINE

T A S K	D A T E S
PHASE ONE: CSLO/PSLO and SUO revisions submitted to Curriculum Committee in Curricunet	Thursday, January 26, 2017
PHASE TWO: Update – Rubrics & ISLO's. Enter new/revised outcomes in TracDat	Early Spring
PHASE THREE: RESET – Reset New Cycles in TracDat	Mid to Late Spring

# QUESTIONS?

[ncole@vccd.edu](mailto:ncole@vccd.edu)



[ahorigan@vccd.edu](mailto:ahorigan@vccd.edu)

