



2017-2018

REVIEW, REFLECT, RESET

INSTRUCTIONS-PHASE ONE

EXPLANATION

Ventura College faculty completed our first five-year SLO assessment cycle in May 2017. This year the institution will take a break from assessment to **review** current student learning outcomes for measurability and suitability to courses, **reflect** on assessment methods and rubrics, and **reset** assessment dates for the new five-year cycle starting in Fall 2018.

INSTRUCTIONS FOR PHASE I

1. Complete the **COURSE LIST FORM**.
 - Include all courses recorded under the program in the college catalog.
 - Since accreditors require we assess all courses in the catalog, use this time to decide if courses not regularly offered should be deleted.
2. Complete the **SLO REVIEW FORM**.
 - Review all learning outcomes in each course for relevance to the course outline of record and its measurability.
 - **IMPORTANT:** *All full-time faculty and willing adjuncts should collaborate to accomplish this task.*
3. Complete the **PROGRAM LEARNING OUTCOME FORM** (if applicable).
 - **IMPORTANT:** *All full-time faculty and willing adjuncts should collaborate to accomplish this task.*
4. Complete the **SLO VERIFICATION FORM** and submit it into your department chair.
 - **IMPORTANT:** *Keep a detailed record of meeting dates and participants and provide this information on the form.*

SPECIAL NOTE

Most disciplines and some programs failed to complete the first five-year cycle. These assessments **must to be completed** during the Review, Reflect & Reset process. Faculty must finish the previous cycle by assessing multiple courses and SLO's in both Fall 2017 and Spring 2018 to begin the new five-year cycle.

WHAT'S OUR STATUS?

To see the status of your department, go to the home page of your discipline or program in TracDat.

1. Select **ADHOC REPORTS** in the left navigation bar. Select **REPORT #1 ADHERENCE TO ASSESSMENT CYCLE**.
 - a. For existing courses offered before Fall 2017, assess all SLO's without at least one finding during this academic year. (*You will see a "blank" in the findings column.*)
 - b. If you set any cycle dates later than Fall 2017 or Spring 2018 (ex. "Fall 2019") for existing courses offered before Fall 2017, assess all SLO's for these courses during this academic year.