



2017-2018

REVIEW, REFLECT, RESET

## SUO INSTRUCTIONS-PHASE ONE

### EXPLANATION

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

### INSTRUCTIONS FOR PHASE I

1. Complete the **SUO REVIEW FORM**.

- Review all learning outcomes in each course for relevance to the course outline of record and its measurability.
- **IMPORTANT:** *All staff within the area should collaborate to accomplish this task.*

2. Complete the **SUO/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 service areas failed to complete the first cycle. These assessments **must to be completed** during the Review, Reflect & Reset process. Faculty must finish the previous cycle by assessing SUO's in both Fall 2017 and Spring 2018 to begin the new 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**.