

SPRING 2016 CHECKLIST FOR DEPARTMENT CHAIRS

Department _____

Meeting Date _____

COURSE UNITS

- The courses in the department's "Course Unit" are accurate (compare with newest VC catalog)

Missing courses: _____

Courses new/not offered but will be in next year: _____

- All courses have at least one CSLO and one ISLO.
- At least 25% of courses have "closed the loop".
- CSLO rubrics are uploaded and attached to all findings. (ISLO rubrics are not required.)
- Rotational Plan for courses is complete.
- All SLOs are set to assess in a cycle **NO LATER THAN** Spring 2017.
- All courses have been assessed on their scheduled cycles.

PROGRAM UNIT

- The courses in the department's "Program Unit" are accurate and match the degree/COA in the catalog.
- Rotational Plan for PSLOs is complete.
- All PSLOs are set to assess in a cycle **NO LATER THAN** Spring 2017.
- All PSLOs have been assessed on their scheduled cycles.
- At least one PSLO has "closed the loop".

SYLLABI

- Have you verified that all syllabi have the correct SLOs?

_____ Department/Service Unit Representative

_____ Facilitator

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”.

Department/Service Unit Representative

Facilitator