Proposed Quality Assurance Subcommittee Work Plan 2015   (Revised 04-08-15)

GOAL	PLAN	TIMELINE
Ensure integrity of unit requirements in Trac-Dat	SLO Facilitators will re-review all **course** units that were incomplete last year in Trac-Dat for the following items: • All courses have CSLOs that are measurable and are set as active • All courses link to at least one ISLO • At least some of the courses have findings entered • Rubrics have been uploaded for findings • All programs have PSLOs • At least one PSLO has been assessed with findings entered • PSLO rubrics have been uploaded • 5-year rotational plan has been entered	04-01-15
	Department Chairs will be notified, using a checklist, of any corrections or additions that are needed in their assigned units. All corrections must be made by May 1, 2015	04-15-15
	Deans will be notified of the status of their departments' units in T-D	04-15-15
	SLO Facilitators will re-review all **service** units for the following items: • All units have SLOs that are measurable and are set as active • All units link to at least one ISUO • Each unit has at least two findings entered • Rubrics have been uploaded for findings • Annual assessment plans have been entered (NEW PLANS)	06-01-15
	Department Coordinators will be notified, using a checklist, of any corrections or additions that are needed in their assigned units. All corrections must be made by August 1, 2015	08-01-15
	Deans will be notified of the status of their departments' units in T-D	08-08-15
Provide support to Department Chairs in SLO Process	Schedule Bring Your Data days each semester to assist with data input in Trac-Dat	End of each semester
Link SLO findings with Program Review	Train DCs in how to run these reports: • Findings from completed assessments • SLOs that were not assessed per their rotational plan	Annually spring semesters
	3-year plan for reviewing specified aspects of SLOs for quality of reporting in Program Review documents • SLO Committee will review reports of findings and compare with the SLO section of Program Review documents	Annually in spring for programs doing Program Review
Ensure that all courses and programs are being assessed according to their rotational plans	SLO Facilitators will run reports for each division of SLOs that were not assessed per rotational plans. SLO Facilitators will notify the DCs (with copy to appropriate dean) of deficiencies and offer assistance.	Beginning of each semester
Train faculty and deans in methods of meeting the accreditation requirement of continuous improvement of student learning	Present the accreditation standards for continuous improvement to DCs and Deans and train them in the 'closing the loop' process and its importance to the SLO process	Completed Spring 2014
	Train SLO Committee members to run reports for their departments to verify that several courses have closed the loop	Completed Fall 2014
Distance Ed Data is disaggregated from face-to-face courses	Change Trac-Dat findings fields to identify 100% on-line, hybrid, and face-to-face assessment data. DCs trained in changes for reporting Distance Ed findings	Completed Fall 2014