

Student Learning Outcomes — Assessment 2011 - 2012

Student Services Program Assessment Pathway

Identify and Design SLO Assessment

Every Student Services program engages in dialogue and collaborates to:

- Choose at least one student learning outcome to assess.
- Develop an assessment methodology using whenever appropriate “embedded assessment” of existing activity, such as counseling visit, a financial aid application, or a student health clinic visit. Consultation with SLO Coordinators on methodology as needed is encouraged.

The assessment group leader completes Questions #1 and #2 of the online SLO Assessment Form for the Program Manager or Dept. Chair to review by

OCTOBER 28, 2011

Manager/Chair Review

- Manager/Chair reviews SLO assessment form and provides feedback about methodology, and/or suggest consultation with SLO coordinators if appropriate. Assessment group leader may make modifications based on feedback.

The Manager/Chair confirms, via email, that the SLO assessment forms with Questions #1 and #2 are completed and ready for review by the Supervising Administrator (Dean of Counseling or Vice President of Student Services) by

NOVEMBER 10, 2011

Supervising Administrator Review and Tracking

- Reviews and tracks online SLO assessment forms and provides feedback on methodology, and/or suggest consultation with SLO coordinators if appropriate.

Supervising Administrator confirms that all student services programs are participating in SLO assessment by

NOVEMBER 25, 2011

Assessment — Implementation and Completion

(May be conducted in Fall 2011, Spring 2012, or Summer 2012, after Manager/Chair review)

Group Leader:

- Implements the assessment process, tabulates and analyzes the results
- Engages in dialogue with colleagues about results, and program implications
- Identifies any changes to improve student learning as a result of the assessment

The assessment group leader completes Questions #3, #4, and #5 of the online SLO Assessment Form for the program manager or chair: to review by

JULY 26, 2012

Manager/Chair Final Review

The Manager/Chair:

- Assures that all online SLO Assessment Forms have been submitted
- Reviews and approves each form

The Manager/Chair confirms, via email, that the online SLO Assessment Forms have been completed and ready for review by the Supervising Administrator (Dean of Counseling or Vice President of Student Services) by

SEPTEMBER 28, 2012

Vice President of Student Services Final Review

- Reviews and verifies that all Student Services programs have completed SLO assessments and follows up with those who did not

OCTOBER 5, 2012