

## Merritt SLOAC Committee

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**From:** Susan Andrien  
**Sent:** Friday, October 23, 2015 5:24 PM  
**To:** Sheila Metcalf-Tobin; Susannah Israel; Mark J. Leavitt; Christopher Kanyusik; Sherry Kwint; Michael Cookinham; Pablo Villicana; Mark Lightfoot; Tomoko Nakazato  
**Cc:** Ann Elliott; Merritt SLOAC Committee; Tina Vasconcellos  
**Subject:** ASSESSMENT NEEDED IN ART  
**Attachments:** ASSESSMENT-PLAN-1.docx; Rubric for Evaluating Assessment.pdf

Hi Sheila, Mark, Christopher and Susannah,

As Division I Assessment Coordinators, we are writing to all faculty whose courses need to be assessed this semester. The following ART courses show no SLOs in Taskstream but do show SLOs in Curricunet: ART 166, 167, 168, 169, 188, 35, 36. ART 39 and 40 have no image at all in Curricunet. None of these courses show up as having been assessed so far in the current three-year cycle, but that may be due to the lack of a Taskstream presence of SLOs for these courses. We understand that your department has been working on changes in curriculum recently and we need to be sure that all courses have SLOs visible in Taskstream, and that all have been assessed at least once in this 3-year cycle (2013-14, 2014-15, 2015-16); the completed assessments must be entered into Taskstream as well since the visiting team will look there for evidence that we have met the minimum standard.

Currently in Taskstream, ART 1 shows 5 SLOs, none of which has been assessed. ART 20, 208, 21 and 22 are also blank as to SLOs and assessments. ART 23 and 24 each have 2 SLOs, of which one was assessed in 2013-14, so one additional SLO must be assessed this year to be in compliance with our goals. ART 62, 63, 64, 80, 81, 82, 83, 84, and 88 each have 2 SLOs, none assessed in this 3-year cycle. ART 68 has two SLOs, one of which has been assessed in 2014-15, and one of which must be assessed this year.

The good news is that ART 51 has 2 SLOs, all assessed in 2013-14. ART 52 has 3, all assessed, and both art 53 and 54 have 3, all assessed in 2013. Art 66 and 67 each have two SLOs, both assessed in 2014-15.

We urge you to contact us as soon as possible for help with filling in the gaps in your Taskstream presence and in your SLO assessment.

We have attached a word template that you can use to document your assessment work—which includes an assessment plan, assessment results, and actions to improve learning along with budget requests, which need to be discussed with your department chair. (If you send the completed template to us via email, we can have it entered into Taskstream.) Also attached is a rubric to help you evaluate the quality of your assessment work.

An assignment you are already planning to give could be used or adapted for this process. We are happy to help you with this work. We, along with the two other assessment coordinators, are holding workshops in L-132 all semester:

Tuesdays 12-1

Tuesdays 6-7

Fridays 11-12

If you are not available during these times, you can contact Susan and arrange to meet at another time. You can also see our website at: [www.merritt.edu/slo/](http://www.merritt.edu/slo/) for helpful tips, templates, and examples of quality assessment work.

The importance of doing this work NOW cannot be overstated. The college is on probation and MUST complete assessment in order to ensure that we remain fully accredited. The time is now and only YOU can do this. Adjunct instructors will receive a stipend for this work.

Let us know what assistance you may need.

Susan Andrien and Ann Elliott

Division I Assessment Coordinators  
Ann and Susan  
SLO Division 1 Coordinators

## Clifton Coleman

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**From:** Wise Allen  
**Sent:** Friday, October 23, 2015 1:36 PM  
**To:** Tina Vasconcellos  
**Cc:** Todd Johnson; Isela Santana; Wise Allen; Clifton Coleman; Suzan Ormandy; Carolyn Lake; Leon Salvatierra; Julieta Zuniga; Gilbert Cody  
**Subject:** SLO's

Dean Vasconcellos,

I have noticed that absolutely NO WORK on SLO's have been done in the following disciplines:

1. ESL
2. FISC
3. SPAN

Meet with the faculty in these three disciplines ASP to determine a completion date for this work. NO REQUEST from these disciplines shall be RECOGNIZED OR PROCESSED until the work is completed.

Thanks!

Wise E. Allen

## Merritt SLOAC Committee

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**From:** Susan Andrien  
**Sent:** Monday, October 26, 2015 2:39 PM  
**To:** Lavalle White  
**Cc:** Margaret C. Dixon; Ann Elliott; Merritt SLOAC Committee; Tina Vasconcellos  
**Subject:** ASSESSMENTS NEEDED IN ADJUS  
**Attachments:** ASSESSMENT FULL template.docx; Rubric for Evaluating Assessment Results.docx

Hi Lavalle,

As Division I Assessment Coordinators, we are writing to you because your **Adjus 248NJ course** needs to be assessed this semester. You have 1 outcome in your course and it has not been assessed so far in the current three-year cycle.

In addition, you are also teaching **Adjus 21**, which has four outcomes, and none of them have been assessed so far. This means that the course outcomes need to be assessed as soon as possible. The outcomes are not yet in Taskstream, but they do exist in Curricunet (ADJUS 21 is under 116). When your assessments are completed, we can help you to import them to Taskstream, which is the site that the Commission will check to see that our courses are 100% in compliance.

We have attached a word template that you can use to document your assessment work—which includes an assessment plan, assessment results, and actions to improve learning along with budget requests, which need to be discussed with your department chair. (If you send the completed template to us via email, we can have it entered into Taskstream.) Also attached is a rubric to help you evaluate the quality of your assessment work.

An assignment you are already planning to give could be used or adapted for this process. We are happy to help you with this work. We, along with the two other assessment coordinators, are holding workshops in L-132 all semester

Tuesdays 12-1

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If none of these times are convenient, you can contact Susan by email or phone (650-678-4628) to schedule a meeting. You can also see our website at: [www.merritt.edu/slo/](http://www.merritt.edu/slo/) for helpful tips, templates, and examples of quality assessment work.

The importance of doing this work NOW cannot be overstated. The college is on probation and MUST complete assessment in order to ensure that we remain fully accredited. The time is now and only YOU can do this. Adjunct instructors will receive a stipend for this work

Let us know what assistance you may need.

*Susan Andrien and Ann Elliott*  
Division I Assessment Coordinato

## Merritt SLOAC Committee

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**From:** Susan Andrien  
**Sent:** Saturday, November 07, 2015 2:29 PM  
**To:** Christine Olsen; William Love  
**Cc:** Ann Elliott; Tina Vasconcellos; Merritt SLOAC Committee  
**Subject:** RE: Summit meeting

Sounds good, Christine. See you then.  
Susan

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**From:** Christine Olsen  
**Sent:** Saturday, November 07, 2015 2:15 PM  
**To:** Susan Andrien; William Love  
**Cc:** Ann Elliott; Tina Vasconcellos; Merritt SLOAC Committee  
**Subject:** RE: Summit meeting

Hi Susan,

For CHDEV, Jennifer Briffa and I are meeting with you 11/18/15. Newt and I already met to review what course would be best to use to assess the CHDEV PLOs; I sent you that list in an email. Jennifer sneds Jennifer S. notes from our advisory and beginning of the semester meetings for CHDEV where we discuss assessment.

On the 18th, lets look to see what PLOs need to be done for COSER. I thought the COSER PLOs were done.

Best,

Christine Olsen, M.A.  
Faculty  
CDTC Coordinator  
Child Development Department  
Merritt College  
(510) 436-2588

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**From:** Susan Andrien  
**Sent:** Saturday, November 07, 2015 9:52 AM  
**To:** Christine Olsen; William Love  
**Cc:** Ann Elliott; Tina Vasconcellos; Merritt SLOAC Committee  
**Subject:** Summit meeting

Hi Christine and Dr. Love,

As the Division I Assessment Coordinators, we are contacting you regarding your program-level assessment. At the last CDCPD meeting, Jennifer Shanoski provided department chairs with course and program assessment data. We are following up to schedule a time to meet with your department to assist you in developing plans for assessment of all PLOs.

We are pressed for time as our accreditation follow up visit is looming, and we must be able to provide evidence that we are completing assessment of all course/program/certificate and degree SLOs. We are happy to help facilitate this process.

Please let us know by next week when we could meet with your department. We anticipate needing an hour to complete your three-year assessment plan for PLOs and any other outstanding assessment work in your department.

Thank you,

Susan Andrien and Ann Elliott

Division I Assessment Coordinators

PS. Sorry I am a bit late in writing you. Your program has completely assessed all of your SLOs at the course level in this cycle; congratulations and thanks for that. What we now need is a plan for PLO assessment and minutes of meetings as evidence of broad-based dialog about assessment.

Best,

Susan

## Merritt SLOAC Committee

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**From:** Hilary Altman  
**Sent:** Sunday, November 08, 2015 7:34 PM  
**To:** Susan Andrien; Jayi Thompson  
**Cc:** Ann Elliott; Tina Vasconcellos; Merritt SLOAC Committee  
**Subject:** RE: Communication PLO

Susan & Ann:

Thank you for this email. There is a lot here. It seems that the first thing we need to do is setup a meeting with all of us. I will be at the Friday meeting with SLOAC to start the ILO assessment process. We would love to start the PLO assessment process as well. Fridays 11-12 generally work well for me. I will let Jayi respond.

In #2, you referred to Comm 13, Comm 14 and Comm 4. We do not have a Comm 14 class. I believe Comm 4 was taught by adjunct instructors in 2013 and 2014, so not sure how possible it will be to get participation on this. I am teaching Comm 4 this semester and plan to assess all 5 SLOs. However, there is not way to assess this before the end of the semester, when I have true outcome data from student final projects.

Hilary Altman, Ph.D.  
Communication Division  
Merritt College

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**From:** Susan Andrien  
**Sent:** Saturday, November 07, 2015 1:55 PM  
**To:** Hilary Altman; Jayi Thompson  
**Cc:** Ann Elliott; Tina Vasconcellos; Merritt SLOAC Committee  
**Subject:** FW: Communication PLO

Hi Hillary and Jayi,

As Division I Assessment Coordinators, we are writing to you about two issues: assessment of a PLO for your Communication AA-T degree and SLO assessment.

- 1) We assume that you are participating in the college-wide assessment of the Communication ILO and that takes precedence. However, we would like to meet with you and faculty in your area to develop a plan for assessing one PLO as well, perhaps at the same time as we assess the ILO. We are also looking for evidence of broad-based dialog about student learning, so we will take notes at this meeting.
- 2) Most of your SLOs have been assessed within the 3-year cycle. What remain to be assessed are 3 courses: COMM 13 and 14 have 3 SLOs and COMM 4 has 5. We have attached a word template that you can use to document your assessment work—which includes an assessment plan, assessment results, and actions to improve learning along with budget requests, which need to be discussed with your department chairs. (If you send the completed template to us via email, we can have it entered into Taskstream.) Also attached is a rubric to help you evaluate the quality of your assessment work.

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The importance of doing this work NOW cannot be overstated. The college is on probation and MUST complete assessment in order to ensure that we remain fully accredited. The time is now and only YOU can do this. Adjunct instructors will receive a stipend for this work

Let us know what assistance you may need. We have pasted the SLOs for English 1A below for your convenience.

Susan Andrien and Ann Elliott  
Division I Assessment Coordinators

## Merritt SLOAC Committee

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**From:** Mia Kelly  
**Sent:** Monday, November 09, 2015 4:46 PM  
**To:** Merritt SLOAC Committee  
**Cc:** Dawn S. Williams  
**Subject:** RE: One more day... Assessment Survey

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi all,

I hope that all is well. We had a faculty meeting today; some SLO issues came up. I would like to encourage faculty and perhaps coordinate an effort to reach 100% compliance for our department. Please let me know where the gaps are. Thanks

Best regards,

Mia Kelly Ed.D  
Tenure Review Facilitator, Merritt Campus Faculty/Allied Health  
12500 Campus Drive  
Oakland, CA. 94619  
Cell (510) 508-6686

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**From:** Merritt SLOAC Committee  
**Sent:** Monday, October 19, 2015 11:01 AM  
**To:** Merritt-FAS  
**Cc:** Norma Ambriz-Galaviz; Arnulfo Cedillo; Dettie Del Rosario; Rosemary Delia; Tina Vasconcellos; Romeo Garcia  
**Subject:** One more day... Assessment Survey

SLOAC is meeting tomorrow and we would like to review the results of the survey. As of five minutes ago, only 13 faculty, 7 staff, and 6 administrators completed the survey - this is not very encouraging! The survey is short - it'll just take five minutes out of your day!

Please help us to help you by providing feedback!

Sincerely,  
Your friendly SLOAC Coordinators (Ann, Heather, Jennifer, Marty, and Susan) & Assessment Specialist (Clifton)

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**From:** Merritt SLOAC Committee  
**Sent:** Thursday, October 15, 2015 11:06 AM  
**To:** Merritt-FAS  
**Cc:** Norma Ambriz-Galaviz; Arnulfo Cedillo; Dettie Del Rosario; Rosemary Delia; Tina Vasconcellos; Romeo Garcia  
**Subject:** Please take a moment out of your busy day to help us assess the assessment process...

Merritt Faculty, Staff, and Administrators:

As you may have noticed, SLAOC has recently undergone a number of changes aimed at improving our ability to assist the college in completing assessment work in a meaningful, engaging, vital manner. We would like to know where we are starting from with this work and need your help. Please take a moment to fill out a VERY brief survey (less than 10 questions - mostly multiple choice): <https://www.surveymonkey.com/r/PRWZM6M>

We look forward to learning about how we can continue to improve.

Sincerely,

Your friendly SLOAC Coordinators (Ann, Heather, Jennifer, Marty, and Susan) & Assessment Specialist (Clifton)

## Merritt SLOAC Committee

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**From:** Susan Andrien  
**Sent:** Tuesday, November 24, 2015 6:46 PM  
**To:** Armando Cerroblanco; Nghiem Thai; Eva Ng-Chin; Sarah Gallardo; Tim Hackett  
**Cc:** Ann Elliott; Tina Vasconcellos; Merritt SLOAC Committee  
**Subject:** Report on SLO/SAO meeting with Library staff 11/9/15

Hi Library staff,

Below is a summary of the meeting we held earlier this month. We agreed to meet again in about a month, so Ann and I wanted to send them to you along with a few (hopefully helpful) questions:

- 1) What SAO do you plan to assess in 15-16 (bearing in mind that you can change your SAOs if they no longer fit the library's goals and practices)?
- 2) What kind of help can Ann and I provide?
- 3) We are going to contact the LI 85 instructors about SLOs for their courses, but wonder whether the reference librarian might also be involved in these SLOs?

Present were Armando Cerroblanco, Nghiem Thai, Eva Ng-Chin, Sarah Gallardo, Tim Hackett, Ann Elliott, and Susan Andrien.

Library staff presented the SLOs they developed in 2011/12 and last year's results from a student survey they administered to assess those SLOs. The surveys indicated that most students like the library and have adequate general knowledge of the services it offers. However, the survey indicated that few students are taking full advantage of library services, most using the space as a place to use computers and study. We discussed how the parts of SLO#1 referring to the quality of students' citation work would be better assessed in the Library course (LIS 85) currently being offered at Merritt (2 sections with an estimated 44 students enrolled).

Other Library SLOs from 2011-12, those that describe support and services offered by the library, should be reformulated as SAOs, including services to faculty in library orientations and acquisition of materials. Library staff described several actions they have made based on assessment of student need: remote authentication so that students can access library materials from home; increased hours (MTWR hours increased from 8-7 to 8-8; Friday hours increased from 8-3 to 8-4, and Saturday hours have been added (10-4)), and a management system for periodicals. Other requests, like a library smart classroom for orientations, have not been funded. At this point, the staff has decided to revise their SLOs for the next cycle. We explained all parts of the SLO cycle and advised them to design assessment to measure what they need to know about their program and offered our ongoing assistance

There was also discussion of the library as the locus of defining the rapidly changing relationship of print vs. electronic sources in academic writing. We will meet again in four weeks.

Best,  
Ann and Susan

## Clifton Coleman

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**From:** Susan Andrien  
**Sent:** Saturday, March 12, 2016 9:28 AM  
**To:** Merritt-FAS  
**Subject:** FW: PLO Assessment Thanks!  
**Attachments:** ASSESSMENT FULL - PLO.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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**From:** Susan Andrien  
**Sent:** Friday, March 11, 2016 3:25 PM  
**To:** FAS-PLAN  
**Subject:** PLO Assessment Thanks!

Hi all Merritt Faculty and Staff:

SLOAC would like to thank the following programs who have submitted Program Learning Outcomes plans (list below). As you will see, some of the plans need further development, but these programs are on their way to our goal of having completed 100% of PLO assessment and we wanted to celebrate this benchmark. Please contact your coordinators to complete these assessment plans by the end of March. We have attached a PLO Assessment Template for your convenience.

Whether or not you have started this process, we are here to help. Many programs find they can assess one or more of their PLOs using an SLO assessment they have already done for a course that most students who complete their program take. Or you can plan to assess a course SLO and a PLO with the same assessment, doubling the impact of your work.

The SLO Coordinators are:  
Division I: Ann Elliott and Susan Andrien  
Division II: Heather Casale  
Student Services: Marty Zielke

### **Division I**

COSER

KIN

ART

CHDEV AA

CHDEV Associate Teacher CP

CHDEV Infant/Toddler CP

CHDEV-Teacher CA

CHDEV-Family Child care CP

PSYCH-AA-T

LIB ARTS-ARTS AND HUMAN AA (English--Please see Coordinator to clarify plan)

ADJUS-Corrections AA (Please see Coordinator to clarify plan)

ADJUS-Police Science AA (Please see Coordinator to clarify plan)

ANTHR-Anthropology AA/AA-T

PARALG-Paralegal AA (Please see coordinator to clarify plan)

**Division II**

BIOL-Natural History CP (Please see Coordinator to clarify plan)

Health Sciences AA

LANHT-Basic

LANHT-Intermed

LANHT-Nursery

MATH-AS-T

NURS-Nursing AA (OK if midterm & final are applied/observations to match SLO)