



# Learning Assessment Report & Acceleration Plan

*Accelerating Towards Sustainability*  
2015-2018

June, 2016  
Student Learning Outcomes and Assessment Committee (SLOAC)

# Learning Assessment Report & Acceleration Plan

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# Learning Assessment Report & Acceleration Plan

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## *Executive Summary*

Merritt College Developed a Learning Assessment Report and Acceleration Plan to ensure Outcomes Assessment was completed at an accelerated rate across the campus. The Plan includes baseline data from the 2014-2015 academic year. The baseline data was then used to create an accelerated plan to bring the college in alignment with the Standards and continuous assessment. As part of the acceleration plan, the College identified assessment coordinators to assist in supporting faculty and staff in instruction and student services in developing assessment tools, collecting data, documenting and analyzing results and creating a plan of action. The assessment coordinators began their work Fall 2015 and there is a significant increase in assessment activities as a result of their one-on-one work. The baseline from 2014-2015 SLO assessment reported that 48% of all courses with completed assessments. As of June 2016, 71% of all courses were assessed. This is an increase of 102 courses. Program level assessment baseline data for 2014-2015 reported that 9% of instructional programs had been assessed. As of June 2016, 59% of all State approved programs were assessed. Baseline data for Service Area Outcomes assessment for 2014-2015 reported that 73% of all student service area outcomes in student services and administrative services were assessed. As of June 2016, 100% of the Service Area Outcomes were assessed. Institutional Learning Outcomes assessment baseline data from 2014-2015 reported that there had not been any ILOs assessed to date. As of June 2016, 2 of 6 ILOs were assessed. The plan includes continuing the Outcomes Assessment Coordinator positions to support departments across the college in increased efforts in the 2016-2017 academic year. The goal is to reach continuous assessment in all areas of the college no later than Spring, 2018.

# Learning Assessment Report & Acceleration Plan

## *Accelerating Towards Sustainability*

This report is divided into four sections as indicated:

- I. 2014-2015 end of the year status of Learning Assessment at Merritt College.
- II. Acceleration plan activities and timeline 2015-2018.
- III. Acceleration plan assessment results 2015-2016.
- IV. Acceleration activity evidence.

### 2014-2015 Year End Status

Merritt College focused on all levels of assessment across the college including instruction, student services and administrative services over the past several years. The formal structure to support assessment included an Assessment Coordinator who led the Assessment initiative and chaired the Student Learning Outcomes and Assessment Committee (SLOAC). Faculty, staff and administrators were encouraged to participate in ongoing professional development activities including flex day sessions, workshops and training sessions. While SLOAC and the Coordinator continually planned and offered activities, faculty and staff participated at fairly low rates. Documented below are course, program and institutional learning outcomes assessment data reflecting results as of June 2015.

### Student Learning Outcomes Assessment End of Year Status

As detailed in the chart below, at the end of the 2014-2015 academic year, Merritt College maintained 443 active courses all with documented Student Learning Outcomes (SLOs). Of those courses, 48% or 211 were assessed with results documented in Taskstream, the college Assessment Management System (AMS).

Course Student Learning Outcomes (SLOs)		
End of Spring 2015	Total Active Courses	443
	Percent of Courses with SLOs	100%
	Number of Courses Assessed	211
	Percent of Courses Assessed	48%

## Program Learning Assessment End of Year Status

As described in the chart below, at the end of the 2014-2015 academic year, Merritt College maintained 44 State-approved instructional programs. Of those programs, 61% had documented Program Learning Outcomes (PLOs) and 9%, or four programs, had completed assessments documented in Taskstream.

Program Learning Outcomes (PLOs)		
End of Spring 2015	Total Active State-Approved Programs*	44
	Percent of State-Approved Programs with PLOs	61%
	Number of State-Approved Programs with PLOs Assessed	4
	Percent of State-Approved Programs with PLOs Assessed	9%

## Services Area Outcome Assessment End of Year Status

As presented in the chart below, at the end of the 2014-2015 academic year, Merritt College maintained 22 Service and Administrative Units. Of those units, 91% had documented Service Area Outcomes (SAOs) and 73% of the units had assessment plans with assessment results documented in Taskstream.

Service Area Outcomes (SAOs)		
End of Spring 2015	Total Number of Service Areas and Administrative Units***	22
	Percent of Services Areas and Administrative Units with SAOs	91%
	Number of Service Areas Assessed	16
	Percent of Service Areas Assessed	73%

## Institutional Learning Outcomes Assessment End of Year Status

As documented in the chart below, at the end of the 2014-2015 academic year, Merritt College had six Institutional Learning Outcomes (ILOs) defined. While efforts had been made to complete ILO assessment, at the end of the academic year 0 of the ILOs had been assessed.

Institutional Learning Outcomes (ILOs)		
Total Number of ILOs		6
End of Spring 2015	Number of ILOs Assessed	0

## Acceleration Plan Timeline & Activities

Merritt College developed an acceleration plan with defined activities as well as a timeline in Fall 2016. The College engages in continuous analysis of its learning assessment structure, processes as well as activities and has made several adjustments annually to ensure there is meaningful assessment that is integrated into decision making processes and budget allocation. The goal of the accelerated timeline is to reach 100% course, program, ILO assessment across the College. The plan is designed to achieve sustained, meaningful assessment and continuous quality improvement in all instructional, student service and administrative service units by the end of Spring 2018.

Following are timelines with anticipated benchmarks for course level, program level, and service area, institutional level assessment throughout Merritt College.

### SLO Assessment Timelines and Benchmarks



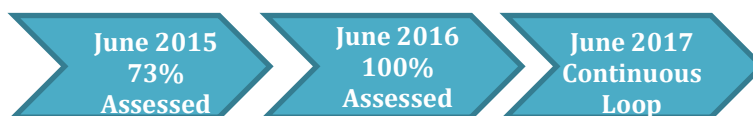
*\* Timeline and benchmarks refer to active course offering changes based on curriculum updates and revisions. \**

### Program Learning Assessment (Instruction) Timelines and Benchmarks

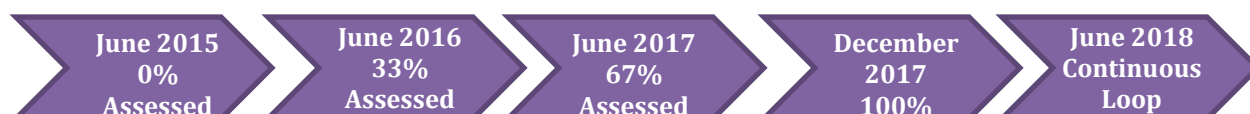


*\* Timeline and benchmarks refer to active program offering changes based on curriculum updates and revisions. \**

### Program Learning Assessment (Student Services and Administrative Services) Timelines and Benchmarks



### Institutional Learning Outcomes Assessment Timelines and Benchmarks



## 2015-2016 Acceleration Goals, Activities & Timeline

The below chart provides a detailed description of the goals, activities, and timelines for 2015-2016 to accelerate SLO Assessment across the college.

Goal	Activity	Timeline
1. Accelerate faculty and staff participation in SLO Assessment across the College.	1.1 Create multi-coordinator (5) positions. 1.1A ILO, Division I, Division II, Student Services.	1.1-1.4 Fall 2015
	1.2 Continue classified staff support role to include management of Taskstream and more frequent data reporting, allowing more time for faculty coordinators to focus on activities and support. 1.3 Increase availability of workshops and 1-1 support 1.4 Increase visibility of learning assessment and SLOAC through weekly assessment emails/updates, articles in the Merritt Connection newsletter, Flex Day events, revamped website and other activities 1.5 Division Dean planning and follow up activities	1.5 Spring 2016
2. Accelerate PLO Assessment plan development and conduct assessments.	2.1 Hold Joint Division PLO work sessions	2.1 January 2016
	2.2 Individual Coordinator sessions focused on PLOs	2.2 February 2016
	2.3 Division Dean follow up activities	2.3 Spring 2016
3. Accelerate Administrative unit Assessment with all units.	3.1 Individual support from Student Services Coordinator	3.1 Fall 2015
	3.2 Administrative Unit work session to revise SAOs, Assessment plans & Assessment tools. 3.3 Conduct Administrative unit assessments during Assessment Week.	3.2-3.3 Spring 2016
4. Complete 2 ILO assessments 2015-2016.	4.1 Communication ILO assessment luncheons, support, coordination & assessment completion.	4.1 Fall 2015
	4.2 Quantitative Reasoning ILO assessment luncheons, support, coordination and assessment completion.	4.2 Spring 2016

## 2016-2017 Acceleration Goals, Activities & Timeline

The below chart provides a detailed description of the goals, activities, and timelines for 2016-2017 to continue acceleration of SLO Assessment across the college.

Goal	Activity	Timeline
1. Accelerate faculty and staff participation in SLO Assessment across the College.	1.1 Continue multi-coordinator 4 positions. 1.1A ILO, Division I, Division II, Student Services. 1.2 Continue and expand availability of assessment data reporting via website and new assessment reporting database 1.3 Continue increased availability for 1-1 support 1.4 Continue assessment emails, articles, events; continue to upload resources to website 1.5 Continue Division Dean planning and follow up activities	1.1-1.6 Fall 2016 & Spring 2017
2. Accelerate PLO Assessment plan development and conduct assessments.	2.1 Hold Joint Division PLO work sessions 2.2 Individual Coordinator sessions focused on PLOs 2.3 Division Dean follow up activities	2.1-2.3 Fall 2016 & Spring 2017
3. Accelerate Administrative unit Assessment with all units.	3.1 Continue Student Services Coordinator support 3.2 Administrative Unit work session to revise SAOs, Assessment plans & Assessment tools. 3.3 Conduct Administrative unit assessments during Assessment Week.	3.1-3.3 Spring 2017
4. Complete 2 ILO assessments 2016-2017.	4.1 Cultural Awareness ILO assessment luncheons, support, coordination & assessment completion. 4.2 Critical Thinking ILO assessment Luncheons, support, coordination and assessment completion.	4.1 Fall 2016 4.2 Spring 2017



## 2017-2018 Acceleration Goals, Activities & Timeline

The below chart provides a detailed description of the goals, activities, and timelines for 2017- 2018 to sustain accelerated efforts of SLO Assessment across the college.

Goal	Activity	Timeline
1.Sustain acceleration of faculty and staff participation in SLO Assessment across the College.	1.1 Continue multi-coordinator (4) positions. 1.1A ILO, Division I, Division II, Student Services. 1.2 Continue availability of assessment data reporting via website and assessment reporting database 1.3 Continue increased availability for 1-1 support 1.4 Continue assessment emails, articles, events; continue to upload resources to website 1.5 Continue Division Dean planning and follow up activities	1.1-1.6 Fall 2017 & Spring 2018
2. Sustain acceleration of PLO Assessment.	2.1 Hold Joint Division PLO work sessions 2.2 Individual Coordinator sessions focused on PLOs 2.3 Division Dean follow up activities	2.1-2.3 Fall 2017 & Spring 2018
3. Sustain Administrative unit Assessment.	3.1 Continue Student Services Coordinator support 3.2 Administrative Unit work session to refine assessment plans & assessment tools. 3.3 Conduct Administrative unit assessments during Assessment Week.	3.1 Fall 2017 & Spring 2018 3.2-3.3 Spring 2018
4. Complete 1 ILO assessments 2017-2018.	4.1 Civic Engagement and Ethics ILO assessment luncheons, support & coordination & assessment completion.	4.1 Fall 2017 & Spring 2018

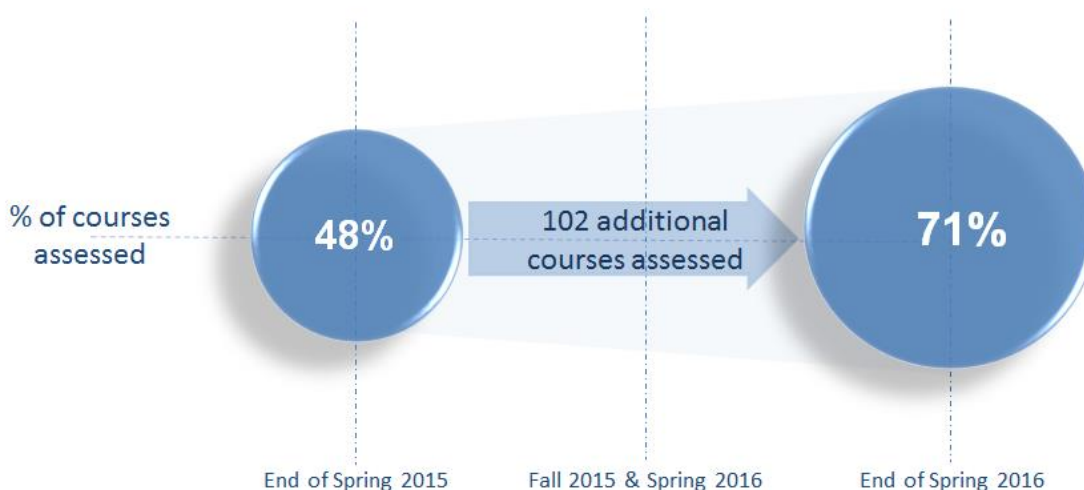
## Learning Assessment Acceleration Results 2015-2016

Merritt College Student Learning Outcomes and Assessment Committee (SLOAC) conducts ongoing analysis of learning assessment and continuously implements changes to structure, processes and activities to ensure meaningful and integrated data based decision making and budget allocation. Merritt College implemented acceleration activities for the 2015-2016 academic year. The charts below indicate results from the documented activities described in Section II and evidenced in Appendix A. Additional activities are documented on the Learning Assessment/SLOAC website.

### SLO Assessment

As of June 2015 Merritt College assessed 48% of active courses. Directly related to the implementation of a multi-coordinator and proactive approach to assessment across the college, course assessments increased by 12% by the end of Fall 2015. During this same time period, Merritt conducted course inventory cleanup leading to an increase in the number of active courses in Taskstream. As of June 2016, there are 443 active courses at Merritt College. The documented 12% increase occurred even with the increase. This acceleration is expected to increase further. It is anticipated that 70% will be assessed by June 2016. With continued acceleration efforts 2016-2017 it is anticipated that Merritt College will achieve 100% of courses assessed by June 2018.

### SLO Assessment Data

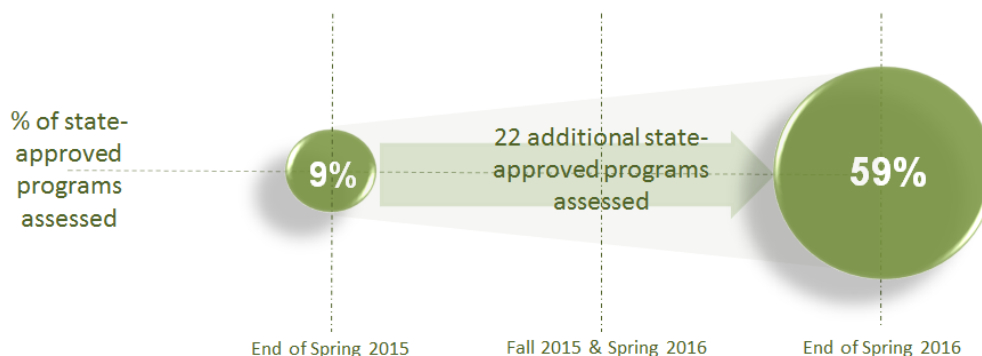


### Program Level Outcomes Assessment- Office of Instruction

As of June 2015, 61% of the instructional programs had PLOs defined whereas 9% of the programs had documented assessment completed. After conducting analysis of learning assessment structure, processes and activities, the College implemented changes to continue to build a culture of evidence, continuous improvement and sustained data based decision making and integrated budget allocations.

Directly related to the implementation of joint division meetings as well as the coordinators and a proactive approach to assessment across the college, all programs defined PLOs and program assessments increased by 7% by the end of Fall 2015. Additionally, while 9% of instructional programs had assessment plans as of June 2015, 70% of the programs had assessment plans as of March 2016. This acceleration is expected to increase further. It is anticipated that 80% will be assessed by December 2016. With continued acceleration efforts 2016-2017, it is anticipated that Merritt College will achieve 100% of courses assessed by June 2017.

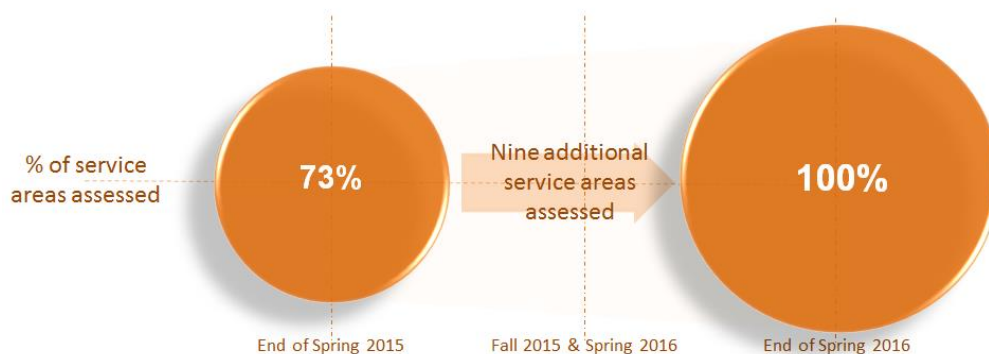
### PLO Assessment and Plan Development Data



### Service Area Assessment

In Fall 2015 all departments with SAOs were revised by current personnel with the goal of increased authorship and ownership of learning assessment across the College. This resulted in higher rates and quality of SAO assessment. As of June 2015, Merritt College assessed 73% of its student and administrative services units. While 73% of the units had assessment plans as of June 2015, 95% of the units have assessment plans, as of March 2016, indicating a 22 percentage point increase. This is directly related to the addition of assessment coordination on student services. This acceleration is expected to increase further and it is anticipated that 100% will be assessed by June 2016.

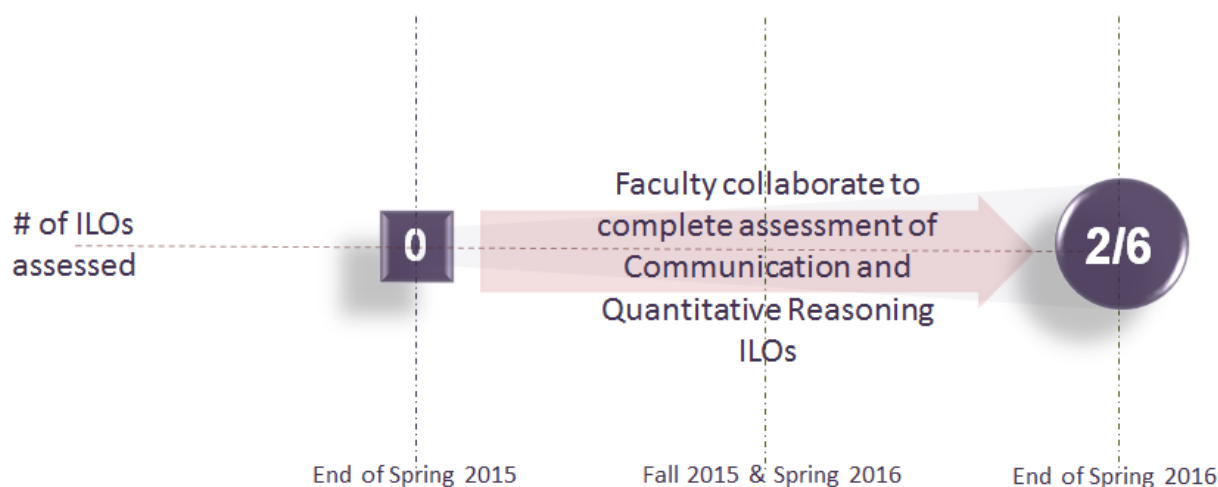
### SAO Assessment Data



## Institutional Learning Outcomes Assessment

In the 2014- 2015 academic year, the College attempted to assess the Communication ILO. Faculty went through a process of selecting assignments, using a common rubric, and developing an action plan. The SLOAC determined that there was too much variability in the level of work being assessed and so the strengths and weaknesses could not be compared. As a result of this assessment work, SLOAC developed a mapping worksheet that helped to guide a more targeted approach to ILO assessment and assist faculty in verifying alignment and identifying the level at which students were expected to meet the outcome at the end of the course. In Fall 2015, the communication ILO was reassessed using this approach. Twice as many faculty participated and the college was able to develop a meaningful, robust action plan from the discussions that took place around assessment. Directly related to the focus and implementation of a ILO coordinator as well as proactive activities, the College assessed one (17%) ILO in Fall 2015. Due to accelerated efforts the College is assessed the Quantitative Reasoning ILO spring 2016. Acceleration is planned to continue with two additional ILO assessments planned for 2016-2017 and 100% completion by the end of Fall 2017.

### ILO Assessment Data



# Appendix A

## SLO Assessment Coordinator Work Plan Reports 2015-2016

### Institutional Learning Outcomes Coordinator Work Plan Fall 2015

DATE	WHO	TOPICS	FOLLOW-UP
Standing bi-weekly	SLOAC committee	Every other tues 1-2:30	Standing
Standing bi-weekly	SLOAC Coordinators	Every other Fri 2-3	Standing
Standing weekly	Prep. for meetings, type up meeting notes, follow-up on items.	Average of 2 hours/week	Standing
Standing weekly	Answer questions from faculty, staff, admin., and coordinators via email. Monitor taskstream access.	Average of 1 hour/week	Standing
8/21 1 hour	Faculty and Staff	Flex day workshop	
9/9 1 hour	Samantha	Meeting to discuss SLOAC and program review data.	
9/18 5 hours	Coordinators & Dept. Chairs	Taskstream training for coordinators. At-A-Glance reporting workshop for coordinators and dept. chairs to assist in program review completion.	
10/13 & 11/23 1 hour	Chem30A instructors	Finalize plan for common assessment tool, share results, and develop action plan.	Enter data into Taskstream.
10/13 2 hours	Ray Chamberlain	Revise SLOs and write assessment plans for all courses.	Enter data into Taskstream and develop action plan in January.
10/20 1 hour	Wise Allen & Clifton Coleman	Strategize ways to improve assessment work.	
10/15 – 12/15 approx. 10 hours		Preparation for ILO assessment luncheon. Course mapping, coordinating with faculty, staff, logistics, material development, etc.	
11/13 & 12/14 (approx. 6 hours)		Conduct ILO luncheons. Lunch (2 at two hours each), setup, and cleanup.	
10 hours		Summarize ILO assessment work. Write report. Follow-up to gather data.	Post report on website with student portfolio.
2 hours	Clifton & Dean Antrobus	Meeting to discuss how to incorporate assessment into grant work. Plus follow-up.	
12/15 2 hours		Write coordinator report.	Send to Norma.

## Division I

### SLO Assessment Coordinator Work Plan Spring 2015

DATE	WHO	TOPICS	FOLLOW-UP
Standing bi-weekly	SLOAC committee	Every other tues 1-2:30	Standing
Standing bi-weekly	SLOAC Coordinators	Every other Fri 2-3	Standing
9/30 2 hours	Susan and Ann	Departmental structure and SLO history	Map out departments
10/24 5 hours	Susan	Checked SLO completion for various disciplines and sent letters.	Task needs to be completed.
10/30 4 hours	Jason Seals, Susan, Ann	AFRAM meeting: Discussion of all areas of the program outcomes. Identification of the Activism SLO that runs throughout the major as focus for PLO assessment. Possibility of a service learning component to implement the Activism outcome and provide more consistency and cohesion to the program.	Jason will follow up with Siri Brown, co-chair of AFRAM. Susan will send meeting notes to Jason, Siri, and Ann Susan and Ann will schedule another meeting in about 4 weeks. Request was sent on 12/2. No response.
4 hours	Susan and Ann	Create to-do list for next several weeks with weekly check-in	Ann and Susan meet every Friday to update and strategize.
11/2/15 2 hours	Susan and Beth Maher (ESL) phone and email	Discussion of how to re write SLOs for the ESL course that is contextualized with CHDEV.	Beth will look at my examples and revise the remaining SLOs, and develop assessments.
1 hour	Susan	Assessment of the week selected and sent out. Update faculty emails conversations	Response from Beth 11/10 with new SLOs Next due 11/23nd assessments.
11/3 1.5 hours	ADJUS meeting: Elaine Wallace, Margaret Dixon, Susan, Ann	ADJUS program outcomes- map the ADJUS 22 (Concepts of Criminal Law) as the course most often taken among all majors and that is offered every semester. Assessment strategy discussed- students write drafts of the 5 sections of a group paper that are anonymous (coded to phone numbers) and are read and revised in groups. Follow up meeting TBA.	Send meeting notes, SLO form, PLO form, ILO rubric to Elaine and Margaret Wrote to Margaret, cc to Elaine and Ann asking if it's OK to write to faculty and ask them to write just the plan part for SLOs to be Assessed next semester.
2 hours	Susan	Followed up ADJUS with meeting notes. Program assessment: Set goals for ADJUS SLO/PLO/ ILO. Follow-up emails with materials for ADJUS	Margaret submitted Assessment Plan to Jennifer. Does not include PLO assessment.
11/6/15/15 4 hours	English SLO/Communication ILO meeting: Todd Johnson, Isela Santana, Susan, Ann	Summarized SLO assessment- incomplete in English, Humanities, Spanish,, Philosophy and ESL. Responsibility assigned.  Update chart/ assigned responsibility	Follow up during campus-wide ILO meeting on 11/13. Todd and Isela will attend and encourage other English faculty And English department

1.5 hours	Susan, Ann	(attached).	meeting on 11/20. Susan created chart of SLO assessments to date.  Continue to update as steps are achieved.
2 hours	Susan	Work on chart completion	
11/8/15 5 hours	Email dialog: Susan with Beth Maher and Haneefah Shuaiub-Peters re ESL SLOs. Susan provides sample SLOs that focus on ESL outcomes while remaining contextualized in CHDEV terminology and language conventions.	Email to all faculty who need to complete SLOs and all programs re PLOs/ Updated charts. Work on completion table, email with faculty, ESL/CHDEV	
11/9 1 hour 1 hour  1 hour (Drop-in hour/workshop)	Susan, Ann  Susan, Herman Lee  Susan, Margie	Library meeting  Meeting afterwards to update chart and discuss next steps  discussion of assessment in badminton  discussion of assessment to match SLO in Child Development	Send summary of library meeting  Set new meeting 12/14 after ILO meeting  Susan-follow up with Herman later in month. Herman completed SLO assessment on 11/20. Will meet with Susan again on 12/1 at 6 PM.
11/10 2 hours	Susan	Email, etc.	
11/12 1 hour	Susan, KIN: Inga, Keenan, Sue, Brock,	Explanation of assessment: plans, assignment, criteria, findings	Individual follow-up w/faculty
11/13 2 hours   1.75 hours	Susan, Elaine Wallace, Hillary Altman, Marty Zielke:   Susan, Rosa Perez,	ILO lunch: Discussion of Communication ILO assessment in Administration of Justice, Communications, English and Counseling.   Discussion of joint assessment of SLO for learning community. Both English 1A and Counseling 24 have SLOs related to students' building community, accessing support services, and reaching their academic goals. Development of possible assessment.	Follow up by conducting Communication ILO assessment with classes.  Touch bases with Elaine about Philosophy of Justice SLO assessment.
11/15: 10-2 PM	Susan	Follow up and email with faculty	Ongoing
11/16 5:30-6:00  6PM-8PM	Susan, Sue Valentine, Yoga instructor  Susan, Keenan McMiller, Basketball instructor	Discussion of SLOs for Yoga; for example, the sun salute and assessing the accurate performance  Discussion of Basketball SLOs and descriptors for correct performance of a chest pass. Development of budget item.	Susan will check in with both faculty  Keenan completes SLO assessment for all 3 SLOs
11/17/15 1.5 hours	Susan, Ann SLO meeting 1:00-2:30		

2 hours	Susan, Update charts 2:30-4:30		
11/18 1.25 hours	Susan, CHDEV meeting: Christine Olson, Jennifer Britta, Susan	Discussion of assessments that match SLOs for all Child Development classes.	
11/20 4 hours	Susan, Ann, Isela Santana, Todd Johnson, Ann Elliott, Georgie Ziff, Thomas Hart, Chriss Foster, David Goldweber, Lysie Falco.	English Assessment meeting: Faculty discussed SLOs at each level of the writing/reading sequence. Schedule for completing assessment at each level discussed. Faculty teaching English 252 decided to eliminate SLO #4 (percentage of improvement of language knowledge errors) because it is covered in another SLO (#1).	Follow through to see that assessment has begun.  Complete to-do list.
2 hours	Susan. Ann	Meeting to update to do list.	
11/23/15 2 hours	Susan, Clifton	Work out some revisions of SLOs and/or assessments for noncredit CHDEV/EDL program. Write PLOs for 2 noncredit certificates that are pending approval.	We submitted them to faculty for approval. Response received on 11/24. Beth Maher approved.
1.5 hours	ADJUS meeting cancelled. Susan and Ann plan other contacts.		
1 hour	Susan, Laura Cheng discuss SLOs and assessment for CHDEV 54A	Mismatch between assessment and SLO for SLO #1. How to expand the assignment to include the full range of principles, theories and methods described in the SLO.	SLOs 2 and 3 are great. SLO 1 will be revised by Laura. Susan will review/
11/24/15 1 hour	Susan, drop-in hour. No faculty attended (Tues before Thanksgiving)	Edited SLOAC minutes 10-6, 10/13 and 11/12.	Rescheduled appointments.
11/29 7 hours	Susan. updated chart Created table.	Assessments email to Laura Cheng revising Sent comprehensive email to Music after reviewing TS material. Sent updates to Humanities, ADJUS,	
11/30 3 hours 2 hours 2 hours	Susan updates chart Susan, Ann Ann, District meeting	Placement assessment and student survey to assess students' awareness of and access to academic support services.	Write summary for English department members.
12/1 4 hours	Susan, Sue Valentine; Herman Lee, Mario Rivas, Martha	Assessing SLOs in yoga involving complex poses and sequences; developing a rubric for badminton; mapping course SLOs to PLOs and ILOs; assessing SLOs in Horticultural Drawing.	Follow up: data entry for Sue Valentine. Check on SLOs in TS for Herman. Find out how to map for Mario.
12/02/16 1 hour	Ann, Larry Long in Philosophy to review assessment plan	We discussed how the assessment wasn't aligned with the SLO and both agreed that the SLO is badly written and not possible to assess and that Larry would complete the assessment and in the action recommend that the SLO be revised.	Ann will enter the completed assessment into tsk team.
12/2	Susan, Julieta Zuniga;. Isela Santana	SLO assessment for Spanish 1 Discussion of placement assessment	Susan will enter completed SLO



2 hours			
12/3 2 hours	Susan, Attend District meeting on changes in placement assessment/survey.	survey on “consequential validity” of placement assessment; request additional info from AVC Adele Esquila-Swinton.	Review additional info about new placement assessment process.
12/4  2 hours	Susan, Sheila Metcalf-Tobin, Jayi Thompson  Susan, Jayi Thompson, Hilary Altman, Ann,	Assessment in horticultural drawing: Sheila shared a rubric.  Music, Communication SLO and PLO assessments	Susan will request Communications Assessment Plan.  Hilary will participate in 12/14 ILO assessment meeting.
12/5 1 hour 3 hours	Susan and Ann meeting  Ann, District meeting with Nathan, Jerome, Adele, and others	wrote summary of District placement assessment and student survey meeting. Requested additional info and sent to English faculty.	Nathan from District will contact chairs.
12/7 1 hour  1 hour	Susan, Ann, Recommendation 6 Meeting  Susan, Drop-in hours in L132	  Susan: no faculty came in but did some data entry	Ann and Susan were assigned sections of the response to draft by 1/3/15
12/09 1 hour	Ann, meeting with music instructor Janice Lee	Revising assessment results and actions in music to clearly tie budget =requests to needed improvements	Ann and Susan will follow up in spring to see that changes were made
12/14 2.25 hours  2 hours	Susan, Ann, ILO Meeting.  Susan, Wrap-up meeting with library	A partial rubric for mechanics was developed for Communication ILO. Merritt College Library <b>Introduction</b> Discuss SLOs an assessment plans	Library staff will carry out assessment plan.
12/15 1 hour	Susan, Ann, Rec 6 meeting	Rec 6 confer with Jennifer/Tina will revise partners. Christine Olson discussed the role of CHDEV's advisory board and assessment of the job market in PLO development for each certificate.	
12/16 2 hours  1 hour	Susan: Developed response to Margaret Dixon's proposed assessment plan  Susan, Ann, revised response	Efficacy of restarting assessments begun in 13-14. Best to go forward with plan involving faculty in assessment of two SLOs each. PLO assessment: update Elaine's plan to assess Communication in ADJUS 22,	Susan send letter to Elaine, Margaret.  Susan consult Jenny Briffa on board minutes/agendas for evidence of PLO

## Division II

### SLO Assessment Coordinator Work Plan Fall 2015

DATE	WHO	TOPICS	FOLLOW-UP
Standing weekly-Tues	Workshop in L 132	Tues 12-1	standing
Standing bi-weekly	SLOAC committee	Every other tues 1-2:30	standing
Standing bi-weekly	SLOAC Coordinators	Every other Tues 1-2:00	Standing
Standing weekly	Data entry for SLO/PLO submitted via email for Div II	Average of 4 hours/week	standing
10/22	ML Zernicke	Nutr PLOs and SLO's	Update Nutr 10 assessment plans, ML to complete DM PLO's and Nutr 30. We will meet again in 1-2 weeks to review
10/27	Jennifer Yates: Rad Sci	PLO and SLO's	PLO data for last year entered, final step still needed. JY will complete by 10/30. She is working on her SLO's - f/u in 2-3 weeks for update
Emails	CIS department	Arrange a meeting to address 0% SLO's assessed	Awaiting summary from M. Perez for possible dates/times to meet.
Emails	MedAs, Nursing, Business	Meetings arranged to work on entering assessment	All meeting scheduled for this week or next.
Emails	BioSC, Bio, RadSc, Math, Bus	Emailed 17 individual instructors teaching this semester with SLO's due	Will f/u in 2-3 weeks for updates
10/29	Grace-MedAs	SLOs and PLOs	She will complete at least 1 slo per course and email template to me this weekend to enter. She will discuss with her adjunct re: their courses and goal of at least one slo completed. Aware that adjuncts can receive stipend.
10/29	Fereshteh Mofidi-BUS	SLOs for BUS 2, 5, 10, 50, 70	All steps completed for 4 out of 5. Will f/u with her end of semester for results for BUS 10 and action plan to be entered.
10/29	Hank Fabian BIOSCI	SLOs for histology and microscopy reviewed. BIOSCI needs slo's entered from cnet	I will enter slo's for BIOsci 9, then alert Hank. He will develop assessment plans with faculty for boil 60D, biosci 3, 9, 16, 55 and email templates to me. F/U with him end of semester for results for 55 as plan was entered today
11/12	Guy Forkner and Carl Ogden	PLOs and SLO's	We started one PLO and reviewed all courses that needs SLO's assessed. Scheduled f/u meeting for next week to develop and input assessment plans.
11/12	Grace- MedAs	PLO's	Process reviewed, she will complete PLO's and f/u with faculty for course SLO's

Emails	CIS, NURS	Attempts to schedule meeting time for PLO and SLO's	
Emails	C.Curley- BIO	SLO	She completed all steps with email assistance. Courses SLO's complete
11/13	CIS program	PLOs and SLO's	Identified two PLOs and staff identifying SLOs and methods. F/u after 12/10 for data.
11/12	ML Zernicke	Nutr SLO's and PLO's	Updates entered, reviewed Nutr 10 and DM PLO's
11/17/15	Guy Forkner, Carl Ogden	Plos and SLOs	Completed two PLO's and 5 SLO's. Will need to f/u for additional support
11/24	Guy Forkner, Carl Ogden	Plos and SLOs	Finalized 4A, 14 with last steps, added 1 PLO for each of 3 business programs. F/U with Guy end of semester for results/action data for each PLO and 2A.
11/24	Emails with nursing	Donna and Dawn	Nurs 11- change assessment plan as wasn't actually done ??
11/24	Email Joanna Ratkovich- BUS	7A, 7B, 3 real estate	B should be shelved, asked her to complete 1 SLO for other two.
12/1	J.Hollister, J.Yates	PLOs Slos	On track and independent!
12/4	Hank Fabian, Ron Felzer	Bio65B, BioSci 0Bio 60D- completed one full slo cycle. Nat History CP- completed one full PLO cycle	Will need to follow up each semester with reminder to complete at least one SLO/PLO
12/4	Zal Phiroz	SLOs for CIS 234A, 234D, 234E	Completed one full cycle for each for 15-16
12/8	T.Hart ENG	SLO's for 252 and 5	He will complete final slo for eng 5 and request stipend
12/11	Donna Ervin	SLOs for NURS 11, 260A	Completed full cycle for 1 slo in each course. Made apt for beginning of next semester to clean up slos (decrease #) and develop assessment plans for spring
12/14	Nancy Ceridwyn- ENVMT	SLO and PLO's	Reviewed PLO's for 3 programs. One to be shelved, one to be rewritten, one needs to be added to TS. Emailed Clifton for help. She will refer other faculty to me for SLO revisions
12/14	Zal Phiroz	CIS 234D	Added SLO's from CNET to TS. No data to enter as is summer course. Emailed Clifton re: shelve until then?
12/18	Shabaz Shabazi	Econ/Bus SLO's	He will revise his plan and send over the break.

## Division II

### SLO Assessment Coordinator Work Plan Spring 2016

DATE	WHO	TOPICS	FOLLOW-UP
Standing weekly- Tues	Workshop in L 132	Tues 12-1	standing
Standing bi-weekly	SLOAC committee	Every other tues 2:00-3:30	standing
Standing bi-weekly	SLO Coordinators	Every other Fri 2:00-3	Standing
Standing weekly	Data entry for SLO/PLO submitted via email for Div II	Average of 4 hours/week	standing
1/11/16	Deans, JS, CC, AE, MZ	PLO plan for semester, interdisciplinary degrees, \$ awarded to good assessment examples	Flex day mtg, feb mtg, interdis mgt all scheduled
2/25	Grace Idowu	SLO/PLO data for PR	
2/25	Carl, Guy	Complete SLO/PLO	Done
2/25	Fereshteh Mofidi	SLO/PLO data for PR, enter data from last semester, develop PLO plan for this semester	f/u end of semester for PLO data
2/18	Ruhina Najem	Course SLOs	f/u end of semester for data
2/16	Joint division mtg	PLO assessment plans	f/u with each
2/16	Nursing	PLO assessment plan	f/u end of semester for results
3/1/16	Courtney Brown	CIS SLO's rewrites prior to CIC meeting	
3/1	Hank Fabian- BioSci	PLO and SLOs entered	f/u end of semester
3/3	ML Zernicke	DM PLO's	She will complete

## Student Services

### SLO Assessment Coordinator Work Plan Fall 2015

DATE	WHO	TOPICS/ACTIVITY	FOLLOW-UP/ACTIONS
SEPTEMBER			
09/15		SLOAC Coordinators meeting	
09/22		SLOAC Coordinators meeting	
09/29	EOPS	Discuss current SLOs	Type revisions on word document, obtain ok from program; data entry into Taskstream
OCTOBER			
10/02	Calworks	Meeting to review current SLOs Craft new SLOs#2 & #3 Create new assessment methods	
10/06		SLOAC Coordinators meeting	
10/06	CalWorks		Type new assessment process in word; obtain program's permission and enter in Taskstream
10/13	Admissions	Review current SLOs Discuss Actions and status for SLO #1. Brainstorm modifications	
10/16	Admissions	Discuss Actions and status for SLO #2. Brainstorm modifications	
10/20	AFR-Q#6	SLOAC – Accreditation Follow-up Response Team-Q6 meeting	
10/20	Admissions	Revise entire assessment cycle for SLO #1	
	Admissions		Type on word document corrections to SLOs #1 & #2
10/23		SLO 101-WASC training	Attended conference at Mills College
10/26	EOPS	Discuss revised assessment entered in Taskstream. Design instrument to measure SLO #2	
10/30	Veterans	SLOs of other PCCD campuses and nearby CCs.	Search online and prepare summary for dean.
10/30	ASMC	Meeting to discuss current SAOs.	
10/30	Admissions	Instrument to assess SLO #1 (survey)	Finalize design, type and email to VC for approval
NOVEMBER			
11/02	EOPS	Check in with EOPS. During program meeting they decided SLO#2 is unrealistic. Brainstorm modifications.	
11/03	Coun 203	Coun 203: Discuss with instructor (Derrick) basics of SLO assessment. Craft SLOs and enter in Taskstream.	
11/06	ASMC	SLO Workshop/tutoring L-132. Meeting with Dr. Chavez to discuss data gathering strategies	
11/10	Coun 224 Coun 30	SLOAC Coordinators meeting Discuss with instructor (Roniqua) basics of SLO assessment Discuss with instructor (Allen) changes to SLO assessment for Coun 30	
11/13		SLO Workshop/tutoring L-132. ILO mapping: assist faculty during Dr. Shanoski workshop	
11/16	FYE DSPS Orientation	Meeting with coordinator to discuss basics of SLO assessment and brainstorm ideas of meaningful SLOs for FYE. Discuss SLOs currently in Taskstream, request access for new coordinator. Discuss basics of SLO assessment	
11/17	FYE Veterans	SLOAC Coordinators meeting. Open Taskstream account for new coordinator. Enter Veterans SAO/SLO in Taskstream	
11/20	Assessment	SLO Workshop/tutoring L-132. Discuss basics of SLO assessment and Assessment's SAO/SLOs currently in Taskstream. Brainstorm ideas of additional sources of	

		information and different SAOs that could demonstrate need for an assessment center including an assistant.	
11/22		Enter modified SLO information for EOPS, DSPS and CalWorks. Review programs to find examples for well done and faulty SLO assessments	
11/23	FYE Health Ctr.	Continue discussing SLOs and potential methods to gather data Review information currently in Taskstream. Brainstorm modifications.	
11/24		SLOAC Coordinators meeting. First meeting with with Financial Aid. Review what is currently in Taskstream. Brainstorm what could data (results) mean and potential changes to SLOs.	
11/25		Enter FYE SLO drafts in Taskstream	
12/01	FYE	Refine FYE SLOs. Review existing surveys and data to decide on methods to assess them. Begin work on PLOs. SLOAC- AFR, Q.#6 meeting	
12/02	Fin Aid	Discuss SLOs with new supervisor as needed for Program Review he had 4 days to complete	
12/04	Health Ctr. Fin Aid	SLO Workshop/tutoring L-132. Review Methods in Taskstream and modify. Fin Aid, continue to assist with SLOs as needed for Program Review	
12/07	FYE	Continue to brainstorm PLOs. Enter in Taskstream.	
12/08	VPSS	Discuss potential SAOs. Begin typing word documents for future VP approval.	
12/09	Veterans	Meeting with Certifying officer (Margie) to discuss SLO and potential sources for data that already is tracked.	
12/10	Coun 24	Discuss existing SLOs and assessment with new instructor.	
12/11	Fin Aid	SLO Workshop/tutoring L-132. Meet with supervisor to discuss data in Taskstream. Strategies to correct it.	
12/13	CalWorks	Discuss SLOs assessment and general program goals for Program Review	
12/15		AFR Q#6. Define questios for researcher to provide input regarding links between SLOs and institutional planning.	
12/16	FYE	Assist coordinator to finalize methods for FYE SLOs and PLOs	
12/19-20 PLANNED		Research SAOs/PLOs for deans offices in surrounding colleges	
12/21 PLANNED	Puente Financial Aid	Meet new counselor to discuss program's current SLOs. Review modifications to data (Results) presentation, analyze data together	
12/22 PLANNED	Admissions Dean Office	Review surveys collected. Strategize with supervisor how to organize data. Begin analysis if possible or agree on dates to do it. Meeting with dean Garcia to review SLOs at other schools and draft ones for Merritt.	
12/23-31		Create summary charts showing advance of each program through assessment steps to identify those who are staying behind, causes of delay and supports needed to move forward.	

## Student Services

### SLO Assessment Coordinator Work Plan Spring 2016

DATE	WHO	TOPICS/ACTIVITY	FOLLOW-UP/ACTIONS
FEBRUARY			
02/05		SLOAC Coordinators meeting	Create handout for Student Services At-A-Glance report
02/09		SLOAC meeting	
02/23		SLOAC meeting	Make changes to At-A-Glance report handout
MARCH			
03/01	DSPS	Meeting w/Frances to discuss progress on current SLOs. Survey printed by 03/07. Schedule: Data collection 'til 03/18 Statistics of results by 03/25 03/28: craft Results, discussion and action plan with Marty	Meet again 03/28 to craft action plan
03/04	CalWorks	Brief meeting with Claire to discuss changes to Star program.	Meet again on 03/15 to enter SLO changes and preliminary results. Depending on results sample size could craft discussion and tentative action plan.
03/07	VPSS	Meeting with Dr. Cedillo and Jamila to discuss Methods and how to get it done. Jamila will collect forms and upload on VPSS webpage for SAO 1&2 by 03/11. Jamila will collect forms and upload on VPSS webpage for SAO 2&4 by 03/25.	Meet again 03/28 to discuss findings and craft action plan. Marty to enter data.
03/07	Transfer Center	Meeting with Tanya to discuss progress. Updated mission. Updated method for both existing SLOs. Added one SAO. Tanya will send her survey ASAP to her multiple electronic sites.	Meet again 03/17 to discuss Survey Monkey preliminary results and craft tentative action plan.
03/08		SLOAC meeting	
03/15		SLOAC meeting – ILO Quant Reas.	