

## AUO Statements - Communications & External Relations

Unit Name	Program Level Outcome (PLO) Name	Program Level Outcome (PLO)
Dept - Office of Communications	AUO_OC_PLO1	Faculty, staff and administrators will know to submit an online project request form to assist in managing and prioritizing the services of the office.
Dept AS - Catalog/Curriculum Office	Catalog_AUO_1	Faculty knows the college's curriculum submission process through correctly completing all necessary paperwork and using ECMS to create and/or a revise a course, and submitting their courses by the curriculum deadline.
	Catalog_AUO_2	Students able to find accurate course information in the course catalog.
Dept AS - Scheduling Office	Sched_AUO_1	Produce the quarterly class schedule on time and accurately.
	Sched_AUO_2	Division deans/schedulers should know how to use the various scheduling technological systems: SIS, Banner, Footnote system, etc., and know how to build the quarterly class schedule accurately through understanding of the college course catalog, Title 5, academic programs at the college (LINC, Honors, Civic Engagement, Sankofa, FYE, etc), and college/district policies (concurrent enrollment, FA contract, disability, etc).
Dept FCO - Technology Resource Group	TRG_AUO_1	Distance Learning students will perceive that the Distance Learning technologies used for their course are well supported, easy to access and are available when needed.
	TRG_AUO_2	Students, faculty and the community will perceive and report that the De Anza website is well designed, easy to navigate and delivers important, up to date information.
	TRG_AUO_3	Students and faculty will perceive that De Anza's customized multi-media classrooms and audio/video production facilities are well supported and are designed to meet the specialized needs of their course.
	TRG_AUO_4	Students, faculty and the community will perceive that all of the above technologies and services are created and delivered with consideration for all cultural and ethnic groups and will meet the needs of those with disabilities.