Task 3: Assessment Calendar for 2009-2010

Overview:

a) Now that department faculty have written course SLOs and identified possible assessments for those SLOs, the next step is to develop a plan detailing how and when departments will complete an assessment cycle, to ensure that the work faculty do is captured and purposeful.

b) An assessment cycle can be defined as: all SLOs for a course are assessed, the results of that assessment are reflected upon, and that reflection is integrated into the department plans to enhance the instruction offered to students.

c) So this activity, Task 3: Assessment Calendar, is the first step for departments to plan an assessment cycle.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description / Details</th>
<th>Choose this Option to…</th>
<th>Notes</th>
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</table>
| All SLOs Simultaneously| • Each instructor choses one different SLO from the list of SLOs for a course to assess.  
                             ~ or ~                                             | • Focus on general concerns about students’ learning  
                             • Every instructor assesses all SLOs at one go.  | Focus on reviewing the fit of all SLOs for the course |
| One SLO Sequentially   | • Every instructor assesses the same SLO for a course at same time.  
                             • Instructors may use their own assessments.        | • Focus on specific concerns about students’ learning  
                             • Instructors continue assessing the remaining SLOs for that course in subsequent quarters, until the assessment cycle is complete. | Focus on one problematic SLO                           |

Group Dialogue: Department faculty should use the following chart to plan to assess the Outcomes for a minimum of 3-5 courses for 2009-2010.

- Choose which courses to assess for AY 2009-2010. Ideally, first assessments would be completed by Winter 2010, so Reflection can occur during Spring 2010.
- Decide which option the department will use for each course.
- An assessment for a course is considered complete when ALL of the Outcomes for a course have been assessed.
- Decide how your department will keep track of what is assessed, when, how, and by whom (which sections). Please share the joy equally.
- Department faculty (not Deans) will need to keep track of this.

Final Step: Once your assessment plan is finalized, please send an electronic copy to the SLO Coordinator at outcomes@deanza.edu.

Digital copies can be downloaded at the SLO website http://www.deanza.edu/slo.
Task 3: Worksheet

Calendar for Academic Year 2009-2010

**Goal:** to assess 3-5 courses for 2009-2010
Division________________________
Department_____________________

<table>
<thead>
<tr>
<th>Course</th>
<th>SLOs for that course</th>
<th>When each SLO assessed?</th>
<th>Distribution of assessment? simultaneously/sequentially</th>
<th>Reflection date</th>
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**NOTE:**
Reflection workshops will be arranged at a later date.

Send a copy of this form to the SLO coordinator, Coleen Lee-Wheat, at outcomes@deanza.edu
Digital copies available at the SLO website http://www.deanza.edu/slo.

September 8, 2009