

## Liaison Workshop Outline for facilitators

(3 hours)

Time	What	Who
10 minutes plus... depending	<p><b>I. Introductions and Purpose</b></p> <p>Learning Outcomes for this workshop:</p> <ul style="list-style-type: none"> <li>➤ Engage colleagues in conversation about assessment of SLOs, assessment tools, know where and when Assessment Workshops will be held &amp; get your people there &amp;/OR arrange for resource persons to come to your group to give an assessment workshop. Know where to send faculty to find assessment tools/strategies.</li> <li>➤ Create a Workshop outline for a Reflection and Enhancement that you will facilitate in the <i>Spring 2010</i> workshop and capture the information to ECMS (or designate)</li> <li>➤ Have the information you need to develop a time line in which you will complete one SLO Cycle for EVERY SLOAC within your purview.</li> </ul>	Coleen
5 minutes	<p><b>II. Assess group re: SLOs/SSLOs (what do you know? What have you done re: this process?)</b></p> <ul style="list-style-type: none"> <li>➤ Context setting with SLO Process (Coleen)</li> <li>➤ The Role of the Liaison = Point Person = what the job is and what the job is not (both)</li> </ul>	both
30 minutes	<p><b>III. From SLOs to Assessment</b></p> <ul style="list-style-type: none"> <li>➤ How many have gone to Donna &amp; Mike's workshop?</li> <li>➤ What is assessment?</li> <li>➤ How do you determine if the assessment is appropriate for what you want to assess?</li> <li>➤ How and when are you going to analyze the assessment? (In the 1<sup>st</sup> workshop or the 2<sup>nd</sup>?) What questions do you ask?</li> </ul>	Coleen
15 - 20 minutes	<p><b>IV. Managing Logistics</b></p> <ul style="list-style-type: none"> <li>➤ Organizing the work load &amp; developing a time line</li> <li>➤ Documentation to ECMS</li> <li>➤ How to get people to go to your workshops?</li> </ul> <p style="text-align: center;"><b>Organization for Next 4 quarters</b></p>	Coleen & Anu

<p><b>5 - 10 minutes</b></p>	<p><b>V. Resources</b></p> <ul style="list-style-type: none"> <li>➤ <b>(Review helpful sheets for when you are building YOUR Workshop in another 45 minutes!!!)</b></li> </ul>	<p><b>Coleen</b></p>
<p><b>45 minutes</b></p>	<p><b>VI. Workshop Design &amp; Facilitation Strategies</b></p> <ul style="list-style-type: none"> <li>➤ How are you going to analyze the assessment? When?</li> <li>➤ How do you create an environment for discussion and conversation that leads to reflection?</li> <li>➤ Questions need to center on = “how does this inform my practice?” <ul style="list-style-type: none"> <li>○ Was the assessment good and the SLO not?</li> <li>○ Was the SLO good and the assessment inappropriate?</li> <li>○ Were both the assessment and SLO good? If so then how does the assessment support that? (...and in relation to the ICCs of the college?)</li> </ul> </li> </ul>	<p><b>Jackie</b></p>
<p><b>45 minutes</b></p>	<p><b>VII. Reflection, Enhancement &amp; Use of Results Workshop Design (=Completing an SLO/SSA Cycle)</b></p> <ul style="list-style-type: none"> <li>➤ Designing a Workshop that will work for YOU and YOUR group</li> <li>➤ Report Outs</li> </ul>	<p><b>Jackie</b> <b>But all help</b></p>
<p><b>5-10&amp; 5 for closing</b></p>	<p><b>VIII. Deconstructing/ Closing / other questions</b></p>	<p><b>Jackie</b></p>

## **Series of SLO workshops to Complete a SLOAC Cycle**

### **For SLO Workshop**

- I. Introduction and Purpose
- II. Do-the Do
  - In an over-arching statement (or 2 or 3) what do we want our students to get out of this class?
  - Capture material
  - Data enter into ECMS (this year we just submitted the material to Coleen and Jim)
- III. Closing

### **For an Assessment Analysis Workshop**

- I. Introduction and Purpose
- II. Do-the-do
  - What assessment was used?
  - What information was gained?
  - Is it what we need?
  - Did it assess what we wanted it to assess?
- III. Closing

### **For a Reflection and Enhancement (Use of Results) Workshop**

- I. Introduction and Purpose

Learning Outcome:
- II. Do-the-Do
  - Analyze data
  - Reflect
  - Enhance = Do we need to change anything?
  - Delegate = who's going to data enter into ECMS
- IV. Close