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| **ACTIVITY** | **WHAT THE JOB IS** | **COMMITTEE MEMBERS NEEDED** |
| 1. Review all new SLO’s, PLO’s, AUO’s to ensure measurable, meet course description, meet program description | would need to be able to have 2-3 day turn around. Process is that Curriculum goes thru curriculum process once chair and dean have sent forward, we would need to look at SLO’s to ensure good. Need to turn around quickly and let faculty know whether changes needed so can continue through process  \*\*Will be done in eLumen as soon as gets up and running\*\*  \*\*Will be in cycles, busy in the fall, slower in the spring\*\*  HOURS – approx. 0-2 hrs a week | **NEED 1-2** |
| 1. Review to ensure all course SLO’s mapped to PLO’s, ILO’s | \*\*Will work with Edie, Di and Pam in eLumen to get this done and keep updated\*\*  HOURS – approx. 5-10 hrs a week for a few weeks this fall, then maybe 1-2 hrs a week | **NEED 1-2** |
| 1. Ensure all SLO’s are assessed on a continuous basis   Assessment plans completed | Work with Edie, Di to ensure all assessment plans in and that assessments are done and turned in, Edie does the bulk of this work and then would need to meet with her after deadlines to see where we are at and contact chairs until all is turned in ☺  HOURS – average 2-3 hrs a week | **NEED 1-2 – probably someone who has been on this campus for a while and has developed relationships with other depts. ☺** |
| 1. Each department rep will review 1 SLO Assessment each month and follow-up with instructor to assist with ensuring continuous improvement |  | **\*\*LETS TALK ABOUT THIS ONE AT THE NEXT MEETING\*\*** |
| 1. Develop SLO Assessment training course 101  * Educate faculty on developing SMART SLO’s * Educate faculty on conducting meaningful assessment * Educate faculty on utilization of results for continuous improvement * Educate faculty on documentation to show continuous improvement (see below) | Build Canvas shell, Create modules, Basic assessment literacy  Work on completing this and testing it out, matching it with our Assessment handbook (see below) | Helen Acosta has already done A LOT of work on this and would need **1 volunteer** to work with to assist, bounce ideas off of and present progress to assessment committee at meetings |
| 1. Conduct workshops for faculty to include:  * Deeper dive into meaningful assessment * Remediation tools for assisting students in achieving SLO’s * Documenting individual achievement of SLO’s (see below) | Develop training regarding assessment, assessment tools, and remediation. There are eLumen videos out there and tons of other resources for this. Also, we will work with IT to record these so that faculty can have access to them on their own time, also would like to have Flex time for these trainings  \*\*THIS IS AN IMPORTANT ONE\*\*  HOURS – when developing the training approx. 5 hrs a week? (best guess) | **NEED 4** |
| 1. Conduct eLumen training with ALL faculty and on an ongoing basis with new faculty   Faculty will be able to:   * assess course SLO’s by each student * develop meaningful assessment tools and rubrics * document an SLO assessment plan | Work with Pam, Di to develop, schedule, test out training for assessment modules of eLumen  Add eLumen instructions to Assessment handbook  HOURS – this fall will be quite a bit, probably in month of October around 2-4 hrs a week. Pam will be developing the training and conducting it, would just need to give the faculty perspective ☺ | **NEED 1 (preferably NOT a really computer savvy person as this would be a good way to ensure training easy enough for most faculty ☺)** |
| 1. Post all SLO, AUO, PLO assessments on external website | Ensure all reports, plans, etc on our committee website | EDIE & DI |
| 1. Monthly highlight a best practice SLO assessment plan to all faculty | Need a few committee members to ensure this is happening and collect the data. Ask dept. to put assessment on agenda and send to us for documentation. Put together yearly summary of dept communication regarding assessment  HOURS – average 2-3 hrs a week | **NEED 1-2**  **\*\*THIS IS AN IMPORTANT ONE\*\*** |
| 1. Dept reps will report to monthly department meetings best practice from above |
| 1. Assessment Handbook | Handbook rough draft developed, would need someone to review, fine-tune.  Also present topics in handbook for committee (ex. What BC assessment cycle will be) | **NEED 1-2** |
| 1. Once a year conduct intensive dialogue ~~with department~~ at college level regarding last year’s assessments and develop goals for next academic year in order to improve student learning | \*\*THIS WILL START AS A COMMITTEE PROJECT AND WE WILL HAVE ON AGENDA TO DISCUSS THOUGHTS, IDEAS ON HOW TO DO THIS AND MAKE IT AN ANNUAL EVENT\*\* | **All on COMMITTEE** |