

A Checklist to Follow Your Progress on SLOs and eLumen Input

eLumen data entry, reflection, documentation, and reporting is available for SLO assessment use to help oversee improving learning outcomes for our courses. To prepare for the next accreditation visit, eLumen is available for data input, documentation, and analysis beginning with Fall 2014.

Timeline: The SLOA Committee recognizes there is a transition period during implementation and that completion of some assessments occurred prior to Fall 2015. Any previous documentation acquired by paper prior to Fall 2015 should be maintained as before, but use eLumen for assessment data entry, documentation, and analysis moving forward from Fall 2015. With an accreditation site visit coming up in Fall 2017, all CSLOs should be assessed within the three-year period of Fall 2014 and Fall 2017. Since the self-study will be written in Fall 2016 for campus approval and delivery to the Board of Trustees early in Spring 2017, the SLOA Committee recommends that all CSLOs be assessed at least once by the end of the Fall 2016 term.

Below is a checklist with some useful hyperlinks in listed as well.

- If you recently revised the student learning outcomes and methods of assessing student learning outcomes on the course outline, make sure the modifications were added to [CurricuNet](#) and contact the [SLO Division Rep](#) for an update to eLumen.
- The *current* student learning outcomes are stated in your syllabus.
- All *current* CSLOs to ISLOs and any [CSLOs to PSLOs](#) (by a Coordinator) are mapped in [eLumen](#) (Check with SLOA Division Representative). Use your Banner ID to access eLumen.
- Qualitative or quantitative course assessment data collected for eLumen entry by faculty.
- Created or have already in eLumen Assessment Library an Outcomes-oriented Scorecard or an Activity-oriented rubric in [eLumen](#). Need help? Check with SLOA Division Representative or watch videos/step-by-step instructions on [how to add an assessment](#) at slo.fullcoll.edu
- [Data entered into eLumen](#) in the Scorecard or rubric.
- [Analyze the data](#) that was entered into eLumen.
- [Answered reflective questions](#) in eLumen.
- [Upload samples of student work](#) into the eLumen Document Library, preferably two or three samples that meets expectations and two three samples that do not meet expectations.
- Discussed the impact of your course assessments on your program with your colleagues and create an action plan (if appropriate) for improving teaching and learning, based on the analysis of the data.
- Discuss the impact of your course and/or program assessment and improvement(s)/action plan(s) yearly

Congratulations, you've closed the loop!

SLO Assessment Prompts

A Fullerton College Reflection Template is available in eLumen for faculty use. SLO reflections provide faculty and opportunity to consider the results of a course SLO assessment and if any improvements are needed based on the results. Since the SLO cycle may be over a period of years, it also provides a snapshot of your analysis and considerations at the time of the assessment. More information about the [Fullerton College Reflection Template](#) is found on the [eLumen page](#) on the [SLO Website](#) and specifically in [how to input assessment data into eLumen](#) (aka, Score a Scorecard)

Below is a list of SLO assessment of possible interventions for use in your assessment reflections. Choose all that apply for your narrative and any others not listed that are appropriate. If there are other preferable interventions for your course, use them. If the interventions are substantive, consider developing an action plan for follow through and future reports.

- State goals or objectives of assignment/activity more explicitly
- Revise content of assignment/activities
- Revise the amount of writing/oral/visual/clinical or similar work
- Revise activities leading up to and/or supporting assignment/activities
- Increase in-class discussions and activities
- Increase student collaboration and/or peer review
- Provide more frequent or in-depth feedback on student progress
- Increase guidance for students as they work on assignments
- Use methods or questions that encourage competency
- State criteria for grading more explicitly
- Increase interaction with students outside of class
- Ask a colleague to critique assignments/activities
- Collect more data
- Revise assessment dates
- Continue with current pedagogy and/or methodology
- Other (please describe)

Fullerton College Action Plan

The SLO assessment improvement plan approved by the SLOA Committee for use in eLumen is listed below. Programs are not required to use this action plan and may develop their own action plan in its place. Division, Department, or Course Coordinators in eLumen can create or distribute action plans, or you can upload your own into the Document Library in Reports as evidence of ongoing improvement of your programs and courses. The approved action plan is listed below.

1. Describe what needs improvement. (need for action)
2. List the steps for your plan in order of completion. (action list)
3. What is the expected outcome of the plan? Indicate a measure of success (example: percent change, percent successful, close the gap by x%, etc.) (Intended outcome and measures)
4. Indicate resources needed (if any) to carry out the plan. (resources)
5. List faculty and staff involved in this plan. (person(s) responsible)
6. Provide a timeline for the plan. (timeline)