How to Edit/Add SLO Assessment Plan and Report in Compliance Assist

*Note:  Any program, department, college, or office within the institution is referenced as a “unit” in the following instructions.


1. Click on “Plans Icon” to get started. See example below.

2. If the correct year is not appearing, click the drop down tab and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates on CALENDAR year, “CY” indicates the year in which to enter data. If your area operates on FISCAL year, “FY” indicates the year in which data is entered. The example below indicates CY2017/FY2017-2018.
3. Select SLO Assessment Plan & Reports from the drop down tab.

4. From the Organization Tree on the left, click the unit for which you are entering the SLO Assessment Plan or Report. You will need to click on the College or Division to expand the tree to access your unit. In this example, Assessment and Accreditation is selected.
5. **To edit existing SLO items click the blue text below.**
   
   To add a new SLO plan click the **Plan Item** button.

6. **Select the progress and complete text boxes below indicated by the red arrows to edit existing reports.** Items have rolled over from the previous year.
7. The dates are auto-populated to generate reports. Please do not change the dates.

Provisioning Program/Department *
Should default to your department do not change. Assessment and Accreditation

Reflection on the Continuous Improvement of Student Learning

List the changes and improvements your program planned to implement as a result of last year’s student learning outcomes assessment data. Were all of the changes implemented? If not, please explain. What impact did the changes have on student learning? Reflection is supported with evidence/data. Status and impact of all changes are clear and well-documented.

Changes to the Student Learning Outcomes Assessment Plan Since Last Report

If any changes were made to the assessment plan (which includes the Student Learning Outcome. Effectiveness Measure. Methodology and Performance Outcome) for this student learning outcome since your last report was submitted, briefly summarize the changes made and the rationale for the changes.
8. This section should be pre-populated based on the roll over from the previous year.

Effectiveness Measure

Identify the data collection instrument, e.g., exam, project, paper, etc. that will be used to gauge acquisition of this student learning outcome and explain how it assesses the desired knowledge, skill or ability. The effectiveness measure is an authentic, and valid measure of the knowledge, skills, and abilities listed in the SLO. It details the criteria on which students are evaluated. A copy of the data collection instrument and any scoring rubrics associated with this student learning outcome are to be submitted electronically under Supporting Documentation at the bottom of this form.

Methodology

The method documents how the assessment will be administered and evaluated: details how the assessment data will be collected, analyzed, and disseminated; details the faculty review and decision-making process. Please attach any supporting documentations at the bottom of this form.

Expected Performance Outcome

Clearly stated college-level proficiency. The performance outcome is aspirational and achievable.
9. Select the Performance Outcome from the drop menu and enter current year’s assessment data.

10. Select the appropriate changes made to the academic process, changes to curriculum, and changes to assessment plan. Choose all that apply.
11. You may attach supporting documentation under the “Notes” section of the plan (e.g. rubrics, exams, etc.) Click **File** button to attach files from your computer (Word, PDF, Excel are all acceptable formats). You may separate your documents into folders, by clicking **Folder** button to add a folder (see below).

12. Baseline and other measurement sources are optional.

13. To complete editing the SLO plan/report, select **Done** and the report will save automatically. Please note: If a plan is deleted, it will permanently be removed from the system.