

# Preparation and Tasks For Learning Assessment –ACADEMIC

## ROLE: COORDINATOR/DAR

Friday, September 21<sup>st</sup>—SAC Scores: Assessment Event

### **COORDINATOR/DAR PREP WORK (To be completed by Discipline Coordinator/DAR before meeting with Discipline Teams):**

- 1. Ensure that Faculty have opened and completed prep work under the *Preparation and Itinerary For Learning Assessment-Academics Faculty Role* document.
- 2. Have available your **Fall 2017 SLO Performance-By Dept., Course, CSLO Report** that you ran in Spring 2018 for SAC Scores for your discipline.
- 3. Generate and print/save your **Spring 2018, [SLO Performance-By Dept., Course, CSLO Report](#)** for your discipline
- 4. Review the SLO Performance Report - Go to <http://alamo.edu/sac/SAC-SCORES/> - Click on either: **SLO Performance - PSLO Report By Degree (PTE only)** and/or **SLO Performance - Marketable Skills Report By Rubric (PTE and Arts and Sciences)** The IPPE Team simplified looking at the reports by creating an EXCEL document with the data included. We have added the Spring 2018 data since you last viewed the document. After opening the Excel document, you will need to find your Rubric Tab at the bottom. This report will give you information on the performance of PSLOs/Marketable Skills.
- 5. Since the Coordinator/DAR will be the only one entering possible **Action Plans** for the discipline under the Department Coordinator role in eLumen, please review how to enter them
- 6. Review the ADLI form- Go to <http://alamo.edu/sac/SAC-SCORES/> - Click on **ADLI Report Form-FAC SAC SCORES Fall 2018** under the Learning Assessment header. Have this form available to type directly into the document on the day your discipline meets together. Again, this semester you will find that we have edited the ADLI form to document more information from your discipline. This will provide evidence for your discipline and future SACS-COC reports.
- 7. Print out the Sign-In Sheet to complete at your discipline meeting.  
Go to <http://alamo.edu/sac/SAC-SCORES/> - Click on **Sign-In Sheet SAC Scores Fall 2018** under the Learning Assessment header.
- 8. Schedule a room that has a computer and projector for your discipline for the SAC Scores Assessment Event.

### **DISCIPLINE TEAM TASKS (To be completed by discipline team before the Report Out Session on September 21<sup>st</sup>. Coordinators/DARS have completed their prep work to be ready for Discipline Teams to meet.):**

Discipline Teams will meet together to do the following tasks:

**TASK 1- Analyzing SLO Performance-Dept., Course, CSLO Report to Create, Review, and/or Revise Action Plan(s) for CSLOs in eLumen:**

1. As a discipline, review and analyze the Spring 2018--SLO Performance-Dept., Course, CSLO report. In addition, have the Fall 2017-- SLO Performance-Dept., Course, CSLO report available. Both reports are needed to complete the following:
  - Looking at the Spring 2018 report, did any CSLO fall below 70%? If yes, develop an Action Plan and the Coordinator/DAR will enter it into eLumen for that CSLO for the course.
  - An Action Plan should have been created at last SAC Scores event in Spring if a CSLO from Fall 2017 fell below 70%. Now looking at the Spring 2018 report, did the same CSLO from the Fall 2017 report fall below 70%? Update the Action Plan with the result.
  - Finally, looking at the Fall 2017 report, are there any CSLOs that were below 70% but now above 70% in the Spring 2018 report? Note that this is an improvement in your success rate and identify this as an update to the Action Plan.
2. Print out the Action Plans from eLumen (Go to File, Print-should print as PDF)

**TASK 2: Analyzing Report to Create, Review, and/or Revise Action Plan(s) for PSLOs (PTE)/Marketable Skills (Arts and Sciences) performance in eLumen:**

1. As a discipline, review and evaluate the SLO Performance -PSLO Report *By Degree* (PTE Only) and Marketable Skills Report *By Rubric* (Arts and Sciences and PTE) for your degree/discipline. Please complete the following for Spring 2018:
  - Using the report, has the discipline identified any Marketable Skills (Arts and Sciences and PTE) or PSLOs (PTE Only) that are not performing at 70% or greater? Please note: If PTE's PSLO is "0" in a column, write a justification as an Action Plan in eLumen as to why the PSLO measures at 0. If Arts and Sciences' Marketable Skills column is highlighted in yellow, CSLOs must be mapped (based on the THECB mapping requirements) to that Marketable Skill. If you see blanks in those yellow columns, please go into eLumen and map appropriately. If PTE has not yet [MAPPED](#) to the Marketable Skills, this must be completed **now**.
  - If you identify the PSLO/Marketable Skill at below 70%, create an Action Plan in eLumen to improve the PSLO/Marketable Skill performance.
2. Print out the Action Plans from eLumen (Go to File, Print-should print as PDF)

**TASK 3: Documents to Complete, Print, Place in designated envelope, and return to Chair/Dept. Representative**

1. Sign-In Sheet for your discipline
2. ADLI form for the discipline- Type directly into the document
3. Print-out of Action Plans

\*\*All work is due September 21<sup>st</sup> in the Report Out Session

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**1:00-3:00pm: Learning Assessment Breakout Sessions held in MLC 650 and 653 (See Schedule for session listing.)**

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**MAKE SURE YOU HAVE SUBMITTED YOUR DISCIPLINE ENVELOPE TO YOUR CHAIR/DEPT. REPRESENTATIVE**