

QFE Item #1: Outcomes Assessment

Action Plan for Implementation of AP	Phase I: Investigation and Development of Action Plans	Phase II: Implementation of Action Plans	Phase III: Evaluation and/or Modification to Ensure Sustainable Practices	Desired Outcomes	2016-17 Status Update	2017-18 Status Update	2018-19 Status Update	2019-20 Status Update
Evaluate efficiency of structures to manage college-wide learning outcomes and assessment work and coordination of efforts. (I.B.1)	<p>2016-2017</p> <p>Discuss efficiency of structures and potential modification of the current outcomes and assessment committees in the Planning and Institutional Effectiveness Committee (PIEC).</p> <p>Move PIEC recommendations through the governance system for discussion, further modification, and approval.</p>	<p>2017-2018</p> <p>Implement any recommended and approved changes to the committees charged with outcomes and assessment work.</p>	<p>2018-2019</p> <p>Use college governance committee assessment tool to evaluate effectiveness of outcomes and assessment committees.</p>	<p>Optimized outcomes and assessment committee structures in place and evaluation completed.</p>	<p>1) To improve efficiency of processes, PIEC recommendation for CGC to create single outcomes assessment (O/A) committee (Evidence: PIEC Minutes 03.25.16)</p> <p>2) CGC: Discussion of O/A Committee; recommendation to consult individual PR/SLOAC Committees for input (Evidence: CGC Minutes 10.11.16; CGC Minutes 5/10/16; Draft Outcomes and Assessment Committee Page)</p> <p>3) Instructional PR/SLOAC: discussion on single O/A Committee and consolidation of Program Review, recommendation for Outcomes and Assessment Facilitator to get cross-campus input on committee structure and report back to PIEC (Evidence: IPR-SLOAC Minutes 10.31.16)</p> <p>4) Discussions ongoing</p>	<p>1) Item is on IPR- SLOAC agenda for further discussion (evidence: see all Fall 2017 agendas).</p> <p>2) Instructional Support Services was contacted and recommended to form/join a committee to oversee the outcomes assessment (and program review) work in instructional support services, including AV, ILC, Library, Academic Support Center, ILC and PIO. Dean of PRIELT and Dean of LA said that they would not join committee but form a workgroup with supervisors from each area (evidence: email LWM 8/22/17; 9/18/17 meeting between SLO Facilitator and Dean of PRIELT).</p> <p>3) IPR-SLOAC discussed and made recommendation to form a single Outcomes and Assessment Committee and a single Program Review committee. IPR-SLOAC Faculty Co-Chair has contacted other division/area PR/SLOAC reps for input. (evidence: IPR-SLOAC Minutes 10-02-17).</p> <p>4) Other program review committees did not want to consolidate outcomes and assessment efforts into a single college-wide group, so this recommendation has stalled (evidence: IPR-SLOAC Minutes 10/30/17).</p> <p>5) Sent email to Laura Murphy requesting any information on CGC evaluations that were completed (2/20/18). Summaries are currently being worked on and may take another month.</p> <p>6) CGC will be hosting a workshop based on the CGC evaluations tentatively scheduled for April 20th (Evidence: CEC announcement on 4/3/18).</p> <p>7) IPR/SLOAC took forth a proposal to Academic Affairs for 1st reading to provide taskstream access to VPA and VPI clerical staff (2/15/18 evidence: agenda)</p> <p>8) 2nd reading for IPR/SLOAC proposal on 3/15/18. Proposal was turned down because the identified problem was not an access issue, but an issue of compensation being given to the committee to do the work. The IPR/SLOAC committee is to determine the percentage of time required to do all duties.</p> <p>9) Due to Taskstream contract expiring in December 2018, began college-wide feedback sessions to determine next steps. Conducted session on 5/4/18 and another one on 5/7/18. One more being planned for 5/21/18. Combined feedback with training on process of ISLO, in relation to unit level SLO, Program Review and its relation to the college-wide planning process.</p>	<p>1) IPR/SLOAC – Revisiting role of committee members SSPR/SLOAC – Revisiting membership of committee to effectively provide information and ensure work is completed. Meeting every 3rd Wednesday to ensure improvement to methods and committee work. 2) Reformatted Watermark for Student Services to better address BRDS. 3) Per meeting with IPR/SLOAC Chair and former IPR/SLOAC chair, renamed workspaces to better differentiate between SLO and Program Reviews (3/18/19)</p>	
Provide more robust support to faculty and staff through the PR/SLOAC Committees and additional workshops for improved development, implementation, analysis, and use of SLO assessment. (I.B.2, II.A.3)	<p>2016-2017</p> <p>Begin dialogue on how to review SLO/SUO assessment plans and develop rubrics, feedback mechanisms, and/or additional support materials for training purposes.</p>	<p>2017-2018</p> <p>Integrate SLO/SUO review function into the goals of outcomes and assessment committees. Develop timeline, train committee members, and perform pilot using review/feedback mechanism.</p>	<p>2018-2019</p> <p>Distribute survey to faculty/staff involved in the pilot to assess effectiveness of review/feedback mechanism.</p>	<p>Pilot review/feedback mechanism complete. Survey results collected, analyzed, and shared with appropriate constituencies for continuous improvement of the feedback mechanism.</p>	<p>1) See above item on creation of an Outcomes and Assessment Committee for increased support to faculty and staff.</p> <p>2) Spring 2017 workshops on improvement of Course and Program SLO Assessment Plans (Evidence: Making Outcomes Assessment Useful and Used Presentation)</p>	<p>1) See above item on creation of an Outcomes and Assessment Committee for increased support to faculty and staff.</p> <p>2) Outcomes and Assessment Facilitator met with Curriculum Committee and Curriculum Technical Review committee and developed plan for the monitoring of SLO statements through the curriculum process (evidence: emails with D. Short 8/24/17)</p> <p>3) IR PR/SLOAC discussed options for review and improvement of SLO statements and assessment plans as part of the aforementioned curriculum review process (evidence: IR PR/SLOAC minutes 9/18/17)</p> <p>4) Outcomes and Assessment Facilitator will contact</p>	<p>1) Conducted workshop on SLO development with IPR/SLOAC on October 29th. Provided samples, handouts, powerpoint. 2) Conducting a flex workshop on 1/22 to incorporate best practices of utilizing SLO assessment to make programmatic improvements. Research Analyst will be discussing various tools to be used in creating meaningful SLOs, measures, and structure. 3) Conducted a flex workshop on 1/22 incorporating best practices. 4) Attended ASCCC SLO Symposium with IPR/SLOAC Chair for professional development. 5) Through Annual Planning Summit, demonstrated connection between learning/employment to ISLO and demonstrated one way of measuring learning through CourseKey 3/15/19. 6) Met with</p>	

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<p>Revise and update guides on development of SLO statements and assessment practices to include current advances in the field. Integrate information from resources such as the National Institute for Learning Outcomes Assessment (NILOA) and the Association of American Colleges and Universities (AAC&U) (I.B.2)</p>	<p>2016-2017</p> <p>1) Revise and update all instructional guides for creating course and program student learning outcome assessment plans in Taskstream. 2) Develop guides for non-instructional areas (i.e. Student Services, Administrative Services, and Instructional Support).</p>	<p>2017-2018</p> <p>Publish all updated guides.</p>	<p>N/A</p>	<p>1) Updated instructional guides and creation of instructional guides in non-instructional areas. 2) Updated instructional guides and creation of instructional guides in non-instructional areas (i.e. Student Services, Administrative Services, and Instructional Support).</p>	<p>1) Creation of guide for Student Services Program Review and SLO assessment cycle guide (Evidence: Student Services Program Review SLO Guide) 2) Creation of guide for course assessment, integrating prompts to improve quality and effectiveness of SLO assessment (taken from Linda Suskie's ACCJC Presentation on "Making SLO Assessment Useful and Used") (Evidence: Checklist for CSLO Development) 3) Creation of checklist for input of outcomes into Taskstream (Evidence: Outcomes Checklist for Taskstream)</p>	<p>1) Outcomes and Assessment Facilitator has contacted Student Services to assist in the management of all student services SLO activities (evidence: emails 8/22/17, 9/19/17) 2) Outcomes and Assessment Facilitator has contacted Administrative Services to assist in the management of all administrative services SLO activities (evidence: emails 8/22/17, 9/19/17) 3) Outcomes and Assessment Facilitator contacted Instructional Support Services and Communications to assist in the management of all instructional support services SLO activities (was contacted and recommended to form/join a committee to oversee the outcomes assessment (and program review) work in instructional support services, including AV, ILC, Library, Academic Support Center, ILC and PIO. The Instructional Support Services area concluded that there is no need for an official oversight committee but rather to operate on a workgroup basis as needed. 4) To achieve continuous quality improvement, the recommendation was made to PIEC by the VPA and Outcomes and Assessment Facilitator to remove the administrative services area from outcomes assessment, as they do not perform this type of assessment and are not required to per accreditation standards. At the 10/27/17 PIEC meeting, it was clarified that a recommendation was not needed based on the fact that administrative services was stating a mechanical change in Taskstream and no change on assessing administrative service outcomes at the program level (Evidence: PIEC Minutes 10/27/17). 5) OA Facilitator to work with ISS on publishing guide - procedures exist, but not published) 6) Student Services guides uploaded onto website (2/15/18). Reached out to ISS for ISS Guide (2/15/18 email) 7) OA Facilitator met with ISS lead to discuss development of guides (3/7/18). 8) SS PR/SLOAC met on 3/20 to discuss the need to update guides (3/20/18). 9) Follow up meeting with ISS lead on 4/3/18 to discuss guides. Goal is to have guides in place before training workgroup in ISS. 10) ISS training scheduled for 5/25. 11) Guides completed for ISS - will be used for training session.</p>	<p>1) As we enter a new assessment cycle, all areas (Instruction, Instructional Support, and Student Services) have updated their guides. Website is also being revised to reflect a stronger connection to collegewide planning process and all developed guides will be included on the website 2) Website is completed and will continue to be updated with additional resources</p>
<p>Investigate potential strategies for additional levels of SLO disaggregation to identify subgroups in need of improvement. (I.B.2, I.B.4, I.B.6)</p>	<p>2016-2017</p> <p>Continue dialogue in outcomes and assessment committee(s) on value of different levels of SLO disaggregation for instruction. Identify subgroups for additional disaggregation pilot studies.</p> <p>Begin dialogue in the Distance Education (DE) Subcommittee on potential value of SLO disaggregation in courses offered face-to-face versus online modalities.</p> <p>Develop plan for pilot studies using Taskstream's Aqua software and/or other methods to perform disaggregated SLO analysis in identified subpopulations.</p>	<p>2017-2018</p> <p>Perform pilot studies in identified subpopulations.</p>	<p>2018-2019</p> <p>Collect assessment data from pilot studies on additional levels of SLO disaggregation.</p>	<p>Pilot studies of SLO disaggregation complete.</p> <p>Results from assessment presented to College for review and future planning.</p>	<p>1) Review feasibility and limitations of SEP request to purchase AQUA from Taskstream for pilot disaggregation project (Evidence: SEP Fall 2015 Application) 2) After discussions on funding sources, College had opportunity to initiate disaggregation pilot using IEPI funding (support through the Academic Senate and Instructional PR/SLOAC Committee) (Evidence: IEPI Plan (including SLO Disaggregation)) 3) Development of IEPI SLO Disaggregation Team with faculty volunteers for disaggregation of course SLOs from each School, along with the O/A Facilitator, Academic Senate President and College Researcher (Evidence: IPR-SLOAC Minutes 01.23.17) 4) Develop plan and timeline for disaggregation pilot to be implemented in Spring 2017 (Evidence: IPR-SLOAC Minutes 02.06.17; IEPI Disaggregation Team Plan Meeting Notes 02.06.17) 5) Developed excel template for collection of SLO information by student (Evidence: SLO Disaggregation Template) 6) Performed preliminary pilot disaggregation using data obtained for MATH 38 from Fall 2016. Used following student characteristics for disaggregation: gender, ethnicity, age, and completion of educational plan (Evidence: MATH38 Disaggregation Report Presentation). 7) Discussed results of preliminary disaggregation with IEPI Disaggregation Team and IR PR/SLOAC Subcommittee. Conclusion to perform full pilot with the same characteristics and with the addition of veteran status, DSPS status and ESOL status, if possible (Evidence: IPR-SLOAC Draft Minutes 03.6.17)</p>	<p>1) Completed IEPI pilot SLO disaggregation study. 2) Research and Planning Analysis provided disaggregated SLO data (evidence: file SLO Disaggregation Spring2017 Data). 3) Outcomes and Assessment Facilitator analyzed and prepared preliminary report that was shared at IR PR/SLOAC (evidence: IR PR/SLOAC minutes 9/21/17; Pilot SLO Disaggregation Report 9/23/17) 4) IEPI Disaggregation Team met to review report, gather feedback and make recommendations on 9/26/17. 5) Outcomes and Assessment Facilitator shared report and recommendations with the IPR-SLOAC subcommittee on 10/2/17. IPR-SLOAC subcommittee affirmed the pilot IEPI team recommendations and forwarded them to Academic Affairs. (evidence: IPR-SLOAC minutes 10-02-17). Recommendations: 6) DO NOT RECOMMEND continued disaggregation of SLOs on a student by student basis. 7) Recommend that Office of PRIELT determine how to collect and begin collecting reliable Eci plan data to use for disaggregation of course success. 8) Recommend that SLO success and course success be disaggregated by course modality to better inform our strategic enrollment management plans in the increased offering of online courses. 9) Recommend that faculty be provided with SLO success and course success data for comparison to improve outcomes and assessment and align outcomes with successful course completion. 10) Outcomes and Assessment Facilitator to share recommendations and report with Academic Affairs on 10/19/17.7). Recommendation was approved by Academic Affairs and is moving to the Academic Senate on 12/05/17; 11) OA Facilitator and IPR/SLOAC Chair to present results and recommendations to Academic Senate on 2/20/18 (agenda 2/20/18). 12) 2nd reading on SLO disaggregation recommendation -</p>	<p>1) Item on agenda for 9/17/18 IPR/SLOAC meeting 2) Pilot was reviewed. As course modality is the recommended next step, the goal is to address this in the flex workshop scheduled for 1/22. 2) IPR/SLOAC Chair reviewed areas that offered multiple sections of online and onsite with more than 2 instructors on record to pilot the disaggregation of SLO. IPR Chair requested volunteers at Academic Affairs meeting.</p>

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						Academic Senate passed recommendations (Agenda and Minutes 3/6/18) 13) Took recommendations to CEC (3/13/18 agenda). Recommendation was to inform all other constituent groups for final approval (3/13/18 minutes). 14) Managers presented feedback to recommendation regarding recommendation 2, to add in addition to Office of PRIELT, "in collaboration with relevant district/college departments". Classified Senate will be discussing item on 4/3/18 (4/3/18 agenda and minutes) 15) CEC provided final approval on recommendations for SLO disaggregation on 4/24/18.	
Improve communication strategy to effectively share SLO assessment best practices, gaps identified through the assessment process, and successful strategies implemented to improve student learning. (I.B.6)	2016-2017 Redesign the Outcomes and Assessment webpage to provide a more interactive and holistic picture of outcomes assessment on campus. Use the National Institute for Learning Outcomes Assessment (NILOA) Transparency Framework as a template.	2017-2018 1) Solicit and collect best practices in SLO assessment through campus-wide process, including but not limited to email solicitation, FLEX workshops, Committee competitions, public forums, etc. 2) Collect department information on gaps identified through SLO assessment.	2018-2019 Use updated webpage to showcase best practices from each instructional and non-instructional school, as well as gaps identified through the process.	Updated Outcomes and Assessment webpage, including a subpage on best practices and gaps identified.	1) Outcomes and Assessment Webpage has been fully redesigned (Evidence: http://www.sdmiramar.edu/institution/slo/) 2) O/A Facilitator to lead discussions on methods to solicit and collect best practices.	1) SLO workshop to be held in future. As committee members assist faculty with inputting information, soliciting best practices. 2) Take to Dean Council to talk about best practices as on-going discussion (IPR/SLOAC minutes 11/6/17) 3) Website information being updated with recent data incorporating results from 15-18 cycle.	1) 9/11/18: Met with Dean of PRIELT to discuss ideas for new website to incorporate best practices, evidence, successful strategies to impact student success 2) Will conduct a flex workshop on 1/22 highlighting best practices utilizing SLO data.
Develop the ISLO assessment process to include direct and indirect measures of learning and identify foci for improvement. (I.B.6, II.A.11)	2016-2017 1) Revise ISLO Assessment Survey to include a direct measure of learning in the area of critical thinking. 2) Implement revised ISLO Assessment Survey in spring 2017.	2017-2018 Collect data and perform analysis in collaboration with Miramar College's Office of Planning, Research, and Institutional Effectiveness.	2018-2019 1) Evaluate results of survey in comparison to previous ISLO survey data. 2) Identify gaps in learning, if any, and determine future approach for including direct measures of learning.	ISLO Survey distributed, assessment data collected, and analysis performed.	1) ISLO Assessment Survey instrument was revised to focus on ISLO 2: Intellectual and Practical Skills, as well as the addition of two questions that provide direct measures of learning related to Critical Thinking. This was done as a result of the previous ISLO assessment and the campus-wide focus on critical thinking. (Evidence: ISLO Student Survey Spring 2017; IPR-SLOAC Minutes 01.23.17; IPR-SLOAC Minutes 02.06.17) 2) Random sample of courses identified, instructors notified and survey packets distributed. (Evidence: ISLO Survey Design and Notification) 3) Deadline for survey responses is March 24th.	1) ISLO Spring 2017 Survey 2017 is complete. Surveys were collected and the Research and Planning Analyst prepared the data. 2) Outcomes and Assessment Facilitator performed preliminary analysis of data and prepared Draft ISLO Assessment Summary Report (evidence: file ISLO Assessment Report 051117). 3) Item has been on the IR PR/SLOAC Agenda for Fall 2017s, but has not yet been addressed due to workload issues of the committee in completing all agenda items (evidence: IR PR/SLOAC agendas 8/14/17, 9/4/17, 9/18/17) 4) Report was shared and discussed at two IPR-SLOAC subcommittee meetings on 10/02/17 and 10/16/17. Item will be brought back to the next committee meeting for further discussion and to determine next steps. 5) IR PR/SLOAC subcommittee recommended development of the next ISLO survey from Spring 2019 (evidence: IR PR/SLOAC Minutes 10/30/17). 5) Committee agrees to survey again during Spring 2019 (IPR/SLOAC minutes 10/30/17) 6) Student Services PR/SLOAC to be contacted regarding ISLO assessment for next meeting on 2/20/18. 7) IPR/SLOAC asked OA Facilitator to take ISLO survey results to other SLO committees (3/20/18 email). 8) OA Facilitator took forward survey results to SS PR/SLOAC (3/21/18) and sent out email to VPA and Dean Miramontez for their feedback (3/21/18). 9) SS PR/SLOAC expressed concern that the questions were biased and did not adequately address the ISLO being measured and recommended a review of alignment of course/program/unit SLO to ISLO as well as looking at ISLO as a "completion" phase. 10) Discussed SS feedback with IPR/SLOAC chairs to consider looking at "completion" through capstone courses or graduation. Looked at CCCSE for sample questions.	1) Flex activities 8.13.18, 8.16.18, SS PR/SLOAC session on 9.12.18 incorporated ISLO as part of the collegewide planning process and its relationship to unit level planning at flex and training sessions. The trainings focused on development of SLO/SUO to align with ISLO to begin the process within each unit. 2) Discussion at IPR/SLOAC on 10/15 (IPR/SLOAC minutes) regarding ISLO assessment. Feedback from SSPR (none received from other ISS and Admin) was discussed in IPR. Because ISLO should be measured at completion, it is difficult to obtain data through current student surveys. SS attempted a graduation survey incorporating some of the recommendations and this may be an avenue to incorporate CCCSSE type of questions. Other schools simply map to ISLOs. Need further discussion to decide which direction to take. 3) IPR/SLOAC has agreed to try the graduation and alumni survey to measure ISLO. 4) Through Annual Planning Summit, demonstrated connection between learning/employment to ISLO and demonstrated one way of measuring learning through CourseKey 5)3/15/19. 4/11,12, attended New World of Work workshop. Discussed with facilitators the top 10 skill sets as relate to ISLOs. Coordinator mentioned that the skill sets were developed from looking at ILO's throughout the state and vetted with employers. 6/4/25/19: Meeting with Dean of Student Affairs to go over Graduation Survey to include ISLO criteria.
Revise Strategic Plan to include student learning/service unit outcomes assessment as an indicator of success in achieving the College mission. (I.A.2)	2016-2017 1) Showcase the updated Fall 2013-Spring 2020 Strategic Plan to College community. 2) Review 2015-2016 Strategic Plan Assessment Scorecard.	2017-2018 Begin dialogue in PIEC regarding effective strategies for integrating student learning/service unit outcomes assessment as indicators of student success.	2018-2019 Start to revise the Strategic Plan to include outcomes assessment.	Next iteration of Strategic Plan includes outcomes assessment data as indicator of student success and achieving mission.	1) 2015-2016 Strategic Plan Assessment Scorecard (SPAS) was reviewed during the Spring 2016 Planning Summit (Evidence: 2016 Planning Summit Presentation (SPAS Review College Priorities); Spring 2016 Planning Summit Agenda (SPAS Review-College Priorities)). 2) The analysis of SPAS resulted in the update of the the Fall 2013-Spring 2020 Strategic Plan which was showcased to the College via website update during Fall 2016 (Evidence: PIEC Minutes 9/23/16 (Strategic Plan Report Update)).	1) During the 2017-18 academic year, PIEC is focusing on unit level planning. Starting spring 2018, PIEC will start dialogue on how SLOs/SUOs play a role in planning at the unit level. This strategic plan will inform PIEC in relation to Strategic Plan. 2) The Collegewide Planning Summit 2018 focused on collegewide priorities developed from the benchmarking process of the Strategic Plan and encouraged units to consider setting goals in relation to the priorities and strategic plan (Collegewide Planning Summit 2018 ppt)	1) Created a diagram to show direct connection of unit level PR/SLOAC in relation to College mission. All trainings, website, and newly developed material will emphasize the connection (Flex activities Fall 2018). 2) Created verbal diagram of the above diagram to provide further detail.
Collaborate with the District	2016-2017	2017-2018	2018-2019				

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<p>to optimize the process for extracting learning outcomes statements and information from Taskstream and for the regular upload of SLO statements into CurricUNET. (II.A.3)</p>	<p>Use District process to extract course SLO statements from Taskstream for spring 2017 update to CurricUNET.</p>	<p>Evaluate efficiency of process and recommend changes, if any for improvement.</p>	<p>Work with District to implement improvements to process.</p>	<p>Consistent and accurate update of course SLO statements to CurricUNET from Taskstream each semester.</p>	<p>1) Extraction of SLO statements from Taskstream and distribution to faculty to ensure accuracy (Evidence: Course SLO List for CurricUNET) 2) SLOs for independent study and work study courses were discussed in Instructional PR/SLOAC. Recommendations forwarded to Academic Senate and accepted (Evidence: IPR-SLOAC Minutes 02.06.17; 270/277D course SLOs) 3) Revisions and updates from faculty used to update list and send to District per their format for upload to CurricUNET on 2/15/17.</p>	<p>1) Outcomes and Assessment Facilitator contacted District to manage the Fall 2017 process for upload of statements to CurricUNET (evidence: Email to Shelly Hess 8/24/17). 2) Outcomes and Assessment Facilitator contacted District again to inquire on this topic (evidence: email to Shelly Hess 9/22/17) . 3) Outcomes and Assessment Facilitator contacted District again to inquire on this topic (evidence: email to Shelly Hess 12/04/17). 4) Outcomes and Assessment Facilitator contact Shelly Hess to inquire on the topic on 1/17/18. Response indicated a need for a spreadsheet to be filled out so the upload of SLO statements take place. Shelly's office will be sending out a spreadsheet in early spring 2018 to facilitate transfer of this information. (evidence: email to Shelly Hess). 5) Sent email to Shelly Hess on 2/13 to confirm 2x/year uploading of SLO statements to CurricUNET and to ensure that spreadsheet information is filled out. As of 2/20/18, the information has not yet been requested from the district office. 6) 4/4/18 sent another email to district asking for update. 7) Spoke to Shelly Hess on 5/2/18. Shelly stated that the spreadsheet should be coming out shortly.</p>	<p>1) District provided spreadsheet to OUA facilitator. 2) District asked for information early October, but since we are in the process of revising, creating new SLO's and the uploads typically happened during the winter and summer breaks, informed Shelly Hess to utilize current set of SLO's until winter break.</p>	
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