**SLO Cycle Assessment Form**

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| **1. Course Number &**  **Date form was completed** | Course: DSPS 058  Computer Access Projects | Date: 06/14/2012 |
| **2. People involved in summarizing & evaluating data (minimum of two)** | Paige Lovitt, Norma Nava | |
| **3. Semester data were collected (e.g., Spring 2011)** | Spring 2012 | |
| **4. Please list the SLO(s) that was (were) assessed. Write it out.** | **Outcome 1**: Students will be responsible for logging into the High Tech Center to record their hours so that they can receive credit for this course. Instructor will demonstrate the process to the students and they will ask for assistance as needed. By the end of the semester, 100% of students will be logging into the lab independently or be responsible for requesting assistance from instructor or lab assistants.  **Outcome 2**: To improve communication between IVC personnel and student, the student will be taught to create a personal email address. They will be taught how to add it to their personal information on Webstar.  **Outcome 3**: Student will demonstrate knowledge of how to use their email address by sending an email to their DSPS 58 instructor before the completion of their hours. | |
| **5. List all forms of assessment that were used for this cycle assessment (e.g., research paper rubric, skills scenario, multiple choice exam)** | **Outcome 1**: Instructor will continue to demonstrate login procedure until student demonstrates competence. Instructor will monitor student’s progress on a regular basis to make sure that they are receiving credit.  **Outcome 2**: 100% of passing students will have an email address by the end of the semester. Instructor will record data as each individual completes this goal.  **Outcome 3**: 100% of passing students will have sent an email to their DSPS instructor. Instructor will monitor this and record data. | |
| **6. Data results**  Briefly summarize the data. | **Outcome 1:** By implementing this SLO procedure, 100% of students of passing students for this course have learned how to sign in on the Tutortrac login program.  **Outcome 2:**  By implementing this SLO procedure, 100% of the students who have earned credit have accomplished this goal.  **Outcome 3:** 100% of the students who earned credit for DSPS 058 have completed this goal of demonstrating their knowledge of using their email by sending the instructor an email. | |
| **7a. Course/Program Improvements**  **Please describe what change(s) you plan to implement based on the above results**  **7b**. **Will this include a change to the curriculum (i.e., course outline)?**  Yes  No X | Due to the success of these SLOs, I plan on continuing to implement it as originally created with 100% of the students participating. Since these SLO’s benefit both the students, IVC and our department, I see no need to implement any changes at this time. | |
| **8.** When SLOs were previously written, Institutional Learning Outcomes (ILOs) were identified as part of that process.  **How did the SLO(s) contribute to student acquisition of the Institutional Learning Outcome(s) (ILOs)?**  For example, if ILO #1 (communication skills) was identified as being related to this SLO, then please write a sentence or two supporting the relationship.  **IVC’s 5 ILOs:**  **ILO1 = Communication Skills**  **ILO2 = Critical Thinking Skills**  **ILO3 = Personal Responsibility**  **ILO4 = Information Literacy**  **ILO5 = Global Awareness** | **Outcome 1**:  IL01 Students demonstrated **Communication Skills** by communicating with the instructor or the lab assistants while they were learning to log in or if they needed assistance.  IL03 Students demonstrated **Personal Responsibility** because they had to be accountable for logging into the lab or they would not have been able to receive credit. They also had to determine if they needed assistance to login in correctly.  **Outcome 2:**  IL01: **Communication Skills** were greatly improved between the students, the instructor and the college as a result of this SLO because the students now have access to email and are more competent in accessing the information in their accounts.  ILO3: Students had to demonstrate **Personal Responsibility** by following through with this SLO. If they did not, they would not have been able to access emails from the instructor or the college.  IL04: The student demonstrated **Information Literacy** by showing that they were able to access information in their email accounts. They also needed to be able to protect their information by carefully closing their accounts so that other students in the lab would not be able to get into them.  IL05: Students were able to demonstrate **Global Awareness** by being able to use their email addresses to communicate with others outside of IVC, including friends and family.  **Outcome 3**:  IL01: Students demonstrated **Communication Skills** by communicating with the instructor via email.  IL03: Students demonstrated **Personal Responsibility** by demonstrating that they were able to follow through with this assignment.  IL05: Students demonstrated **Global Awareness** by demonstrating that they were able to access their email through the World Wide Web independently to complete this task. | |
| **9. Next year**  **Was the process effective? Will you change the outcome/assessment (e.g., alter the SLO, assessment, faculty discussion process, strategy for providing SLO to students)?**  **If so, how?** | This process was very effective, and the students seemed to appreciate the additional communication that I had with them. No changes need to be made to any of these SLOs for DSPS 058. | |
| **10. After Thoughts**  **Feel free to celebrate, vent, or otherwise discuss the process** | My feelings about this whole process have been positive. It is very important that I follow through on these goals early in the semester so that I can see that they are completed prior to the students completing their coursework. | |

**The SLO Cycle Assessment Form Guidelines**

1. Please list the course number and date that the cycle assessment form was completed.

2. To encourage collaboration and the sharing of ideas, each form must be completed by at least two people. If you are the only one teaching the course, you are encourage to share your data results and improvement methods with at least one other member of the faculty, administration, staff or student population. Please list the names of all who were involved in summarizing or evaluating the data.

3. Include the semester when the data were collected (e.g., Spring 2011).

4. List the SLO(s) that was (were) assessed (e.g., “identify, create, and critique oral argument”).

5. Include any and all assessment tools that were used to collect data for this cycle assessment. They do not need to be attached, but listed. For example, if five faculty members were part of the process, maybe all faculty members used a research paper rubric. In another example, maybe the five faculty members all used a different assessment tool: research paper rubric, oral presentation rubric, multiple choice exam, skills scenario, and short essay.

6. Please summarize the data that you collected. Include how well students scored on the assessment. You might also include: how many instructors submitted data (fulltime, part-time); the types of data that were submitted (rubric scores, practical test results, etc); and, as appropriate, if a cross-section of classes (day, evening, online) were assessed. For example, if a rubric was used, you might discuss the number of students who scored 1, 2, 3, or 4, on the rubric. Your original data results, or your raw data, should be kept within your department for three years.

7a. This is an opportunity to have a rich discussion with others involved in education. Please describe any changes that will be implemented based on the data. Changes might be made to class activities, assignment instructions, evaluations, topics taught in class, or the course outline of record, etc. You might include when the changes will be implemented and, if a comparison is to be made, when the next round of data will be collected (e.g., Fall 2012).

7b. Answer “Yes” or “No” to the curriculum question – if yes, please briefly explain.

8. This recently added section is very important because it allows us to document different ways that students are acquiring the 5 ILOs. We state that “Upon completion of a degree, program, or certificate, a student will complete coursework at Imperial Valley College demonstrating competency in communicating skills, critical thinking skills, personal responsibility, information literacy, and global awareness.” We need to demonstrate that this is occurring. Please refer to the “Strive for Five” form for more of an in-depth description of ILOs.

9. This provides an opportunity to discuss what went well and what could be improved. If the SLO needs to be tweaked or more outcomes/assessments need to be included you might want to do that now while the information is fresh. This may allow faculty to modify SLO(s) for next year and include them on next year’s syllabus.

10. Please share your thoughts, feelings, and ideas on IVC’s SLO process thus far.