**Appendix K: Annual Assessment of SLOs/SOs in AES Units**

Unit Name\_\_\_Master Scheduling\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessment Period\_Fall 2013\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Type: Administrative Support\_X\_\_ Educational Support\_X\_ Community Outreach\_\_\_

Applicable Institutional Goals:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Learning Outcome** **(SLO)/Support Outcome (SO)**  (One per year) | | **Method of Assessment**  Describe what method will be used to conduct the assessment. Direct methods reflect either evaluation of learning or unit processes while indirect methods reflect either perceptions of learning or perceptions of unit processes. | | **Data Collection Plan** (Describe how data will be collected and analyzed) | **Criteria for Success** (What metric will be used to evaluate success – i.e. 90% will, 80% improvement, etc.) | | **Analysis of Results**  What were the final results of the analysis? Make sure to address whether or not the criteria for success was met | | **Discussion and Conclusions**  Describe what conclusions were reached based on the analysis of results. Detail how conclusions were reached and include any meeting minutes | |
| Provide guidance and oversight for curriculum development, articulation agreements, instructional modalities, and class scheduling consistent with community and workforce needs and in support of academic quality and student success | | Direct (Examples in the SCCC Assessment Manual)  Running of data to ascertain the number of required course sections are running on Fridays and weekends | | Direct Run report for required courses scheduled on Fridays and Weekends.  Banner extract form:  SSAMATX | Direct 20% of required courses will be held on Friday and Weekends as per Executive Council and BOT | | Direct | |  | |
| Indirect (Examples in the SCCC Assessment Manual) | | Indirect | Indirect | | Indirect | |
| What is your proposed action plan to address the findings and unit discussion for next year? Consider what activity(ies) will the unit engage in to address issues  Budget implications of the action plan (only answer if yes):   * Reallocation of resources (staffing, adjustment or responsibilities, budget line adjustments, etc.): * Request for new resources (make sure to link the request to institutional goals and, if applicable, MIOs): | | | | | | | | | | |
| **Student Learning Outcome** **(SLO)/Support Outcome (SO)**  (One per year) | **Method of Assessment**  Describe what method will be used to conduct the assessment. Direct methods reflect either evaluation of learning or unit processes while indirect methods reflect either perceptions of learning or perceptions of unit processes. | | **Data Collection Plan** (Describe how data will be collected and analyzed) | | | **Criteria for Success** (What metric will be used to evaluate success – i.e. 90% will, 80% improvement, etc.) | | **Analysis of Results**  What were the final results of the analysis? Make sure to address whether or not the criteria for success was met | | **Discussion and Conclusions**  Describe what conclusions were reached based on the analysis of results. Detail how conclusions were reached and include any meeting minutes |
| Provide guidance and oversight for curriculum development, articulation agreements, instructional modalities, and class scheduling consistent with community and workforce needs and in support of academic quality and student success | Direct (Examples in the SCCC Assessment Manual)  Run of report of section seat utilization weekly basis commencing with the beginning of the registration period  (priority registration) through to the onset of the first day of the semester | | Direct  Banner Report  SZR\_SECTION\_UTILIZATION\_CSV | | | Direct  At onset of semester a 90% seat utilization of total number of sections will be realized. | | Direct | |  |
| Indirect (Examples in the SCCC Assessment Manual) | | Indirect | | | Indirect | | Indirect | |
| What is your proposed action plan to address the findings and unit discussion for next year? Consider what activity(ies) will the unit engage in to address issues  Budget implications of the action plan (only answer if yes):   * Reallocation of resources (staffing, adjustment or responsibilities, budget line adjustments, etc.): * Request for new resources (make sure to link the request to institutional goals and, if applicable, MIOs): | | | | | | | | | | |