**Assessment Committee Retreat, May 24, 2016**

**Things we need to do:**

1. Develop
	* Assessment plan
	* Checklist (see below)
	* Handbook
2. Get rid of backlog
3. Review curriculum/SLOs at meetings and make approval or feedback decisions
4. Workshops/training, etc.
	* Provide examples of effective course outlines
	* Train follow up teams to help when further work on SLOs or objectives is needed.
	* Triage when necessary
	* Offer workshops
	* Visit department meetings
5. Prepare for eLumen
6. Develop plan to manage the website

**Checklist/rubric🡪 for reading Curriculum and reviewing/approving SLOs.**

* Review course description.
* Does the last number in the sequence include course objectives?
* Are the SLOs appropriate for the course?
* Are they SLOs really SLOs?
* Are the SLOs measureable?
* Do they use action verbs (see Bloom’s Taxonomy, revised on committee page )
* Are there external compliance factors, e.g., Nursing, Rad Tech, etc.?
* C-ID? Does it match? (check shifting use of SLOs and objectives). Some C-ID courses have SLOs listed as objectives🡪be careful.
* Objectives don’t have to have same kinds of action verbs that SLOs do.
* Do objectives tell instructors who teach the class the expected course content?
* Are they clear? KISS (keep it simple, s)
* Look for clarity in language—not so much discipline terms but active verbs and clear relationships of ideas.
* Avoid repetition.