



Create a campus culture where SLOs are understood and valued and where assessment functions as a resource leading to improved instruction, curricula, programs, and/or services. (2011)

To: Department Chairs, Deans, and Associate Deans
From: Michelle Sampat, Curriculum Liaison
Emily Woolery, Outcomes Coordinator
Dr. Irene Malmgren, Vice President, Instruction
CC: Annel Medina, Educational Research Assessment Analyst
Mark Lowentrout, Associate Dean, Arts Division
Date: 09/17/2015
Re: Four-Year-Review and Outcomes Assessment (Implementation of AP 4020)

Administrative Procedure 4020 Program and Curriculum Development states that:

The Educational Design Committee or Curriculum and Instruction Council may propose inactivation of a course required for a degree or certificate should any of the following apply:

- The department controlling the course requests the inactivation;
- The course has not been submitted for course review within the past five years; or
- The course has not completed an outcomes cycle within the past five years.

The Educational Design Committee or Curriculum and Instruction Council may propose inactivation of a program should any of the following apply:

- The department controlling the program requests the inactivation; or
- The program has not completed an outcomes cycle within the past five years.

The Curriculum and Instruction Council outlined a process to implement AP 4020. The process was presented to the Academic Senate on April 24, 2014.

Process – To ensure that course and programs are assessed regularly, the following shall occur:

- The Outcomes Coordinator will review all courses at Stage 5 in WebCMS between June 1-15 and forward a list of courses that have not been assessed in the last 4 years to the Curriculum Liaison, Dean of Instruction, and the Department Chairs of the assigned courses
- Departments will have until May 1 of the following year to complete the necessary outcomes assessments
- Following the completion of the assessments, the Outcomes Coordinator will provide a new list to the Curriculum Liaison before May 15
- Any course that has not been assessed by that time will be forwarded to C&I for inactivation, in alignment with AP 4020

Per the direction of the Academic Senate, members of the Outcomes Committee reviewed 155 courses that were under 4-year-review or modification during 2014-15. In our review, we used the TracDat system to determine if courses had reported a full cycle of outcomes assessment, which includes:

- A student learning outcome (SLO) is developed
- The assessment method and criteria for success are identified
- Summary of data is recorded
- Use of results is discussed and recorded

Of the 155 courses that were reviewed, we determined the following:

- 110 courses (71%) – Completed full cycle of outcomes assessment
- 42 courses (27%) – Did not complete full cycle of assessment

The list of reviewed courses follows on page 3 of this memo. According to the process listed above, we request that departments and deans be alerted a full cycle of assessment has not been completed for these courses. Departments must conduct and report on assessment by May 1, 2016. The Outcomes Coordinator will review the assessment work for these courses again and will provide a revised list to the Curriculum Liaison by May 15, 2016, at which time courses may be recommended for inactivation.

Please send any questions about assessments to Emily Woolery at ewoolery@mtsac.edu.

Completed full cycle of outcomes assessment				
ADJU 1	AIRC 34	BIOL 21	FASH 12 (VOC)	LERN 81
ADJU 13	ANAT 35	BS ABE02	FASH 15 (VOC)	MENT 56L
ADJU 3	ANIM 101A	BS ABE04	FASH 21 (VOC)	MENT 58L
ADJU 59	ANIM 101B	BS ABE05	FASH 22	MENT 70
ADJU 6	ANIM 101C	BS LRN50	FASH 62	MUS 20A
ADJU 90	ANIM 104	BS TR01	FIRE 1	MUS 20B
AGAN 2	ANIM 111A	CHEM 50	FIRE 10	MUS 21
AGAN 51 (VOC)	ANIM 111B	CHEM 51	FIRE 11	MUS 23A
AGHE 83A	ARCH 222 (VOC)	CISB 16	FIRE 2	MUS 23B
AGLI 14	ARTD 15A	CISS 29	FIRE 3	MUS 24
AGLI 16	ARTD 15B	CNET 62	FIRE 4	MUS 29
AGLI 17	ARTD 21	COUN 5	FIRE 5	PHYS 4B
AGLI 96	ARTD 45B	DN-T 29	FIRE 6	PLGL 30
AGOR 13	ARTD 99	DN-T 30	FIRE 7	PSYC 19
AGOR 24	ARTG 21B	DN-T 32	FIRE 8	PSYC 33
AGOR 52 (VOC)	ARTG 22A	DN-T 33	FIRE 9	RAD 61B
AGOR 72	ARTS 22	DN-T 34	GEOG 30H	READ 100
AGOR 73	ARTS 34	DN-T 38	GERM 1	R-TV 19A
AIRC 20	ARTS 42	DSPS 33	HRM 91	R-TV 22
AIRC 25	ARTS 99	ELEC 74	KINL 18	VOC IHSS
AIRC 26	ASTR 8	ENGL 81	LATN 1	WELD 80
AIRC 30	BIOL 1	ENGR 99	LERN 49	WELD 81
Did not complete full cycle of assessment				
ADJU 2 (VOC)	BIOL 34L	HT 14		Classes not found: <ul style="list-style-type: none"> - WebCMS - TracDat BS LRN03: Math skills review BS LRN76: Improved reading comprehension BS MTH02: Developmental math concepts
ADJU 4 (VOC)	BIOL 50*	KINF 53		
ADJU 50 (VOC)	BIOL 6L	KINL 2		
AGOR 55 (VOC)	BUSM 85 (VOC)*	KIN 38		
AGOR 56 (VOC)*	BUSS 85 (VOC)	KINX 18*		
AGOR 57 (VOC)*	CHEM 50H	KINX 19		
ANAT 40A	DNCE 3	KINX 26		
ANAT 40B	ENGR 42	KINX 30		
ARTD 25B	FASH 23 (VOC)*	KINX 49		
ARTD 26A	FASH 24	KINX 70		
ARTD 26B	FASH 25	MATH 50		
ARTD 44B*	FASH 30	MICR 1		
ARTD 46B*	FASH 66	R-TV 20		
BIOL 34	FIRE 13	R-TV 23		