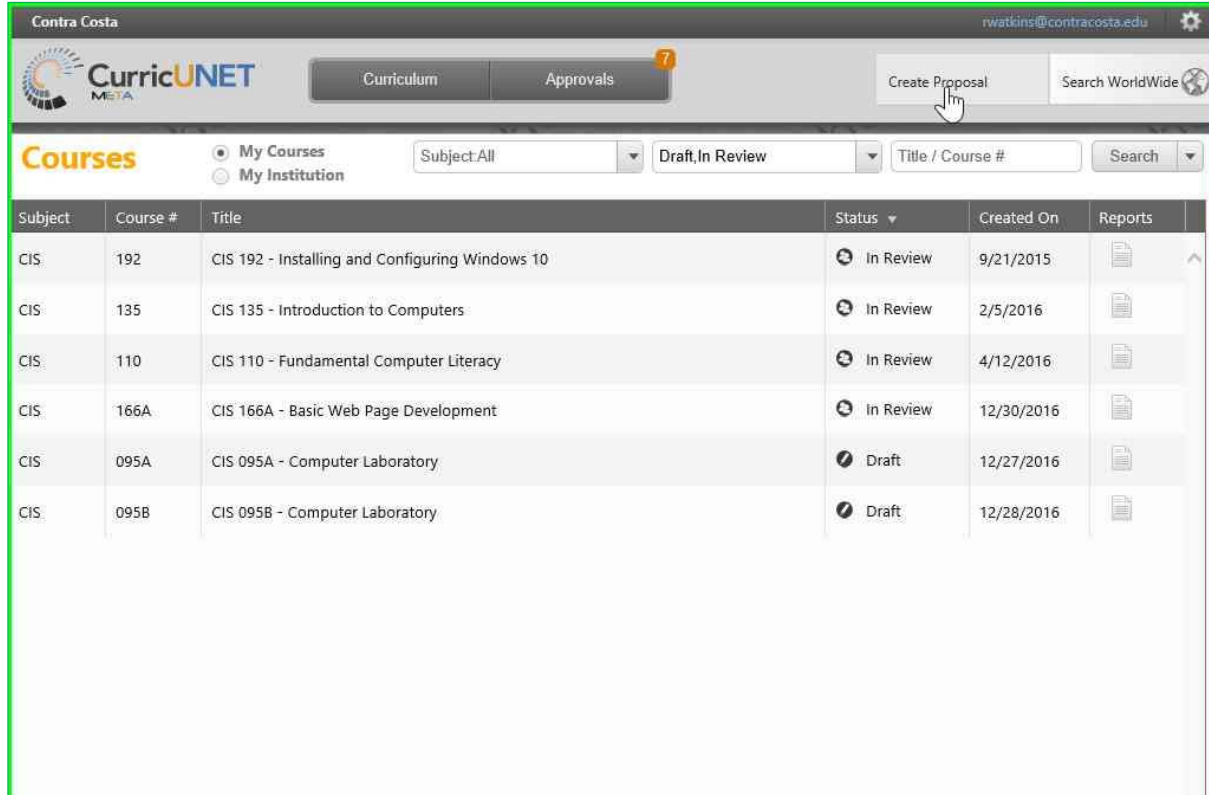


Individual Instructor SLOs

An Individual Instructor SLO is an assessment of a single section (class) for a single SLO. You must do a separate assessment of each SLO of the course for each section. All the SLOs for this section will be summarized (aggregated) in the Aggregate of Instructor SLOs module. The results of all sections will be summarized with the Aggregate of Course SLOs module. **Do not Launch proposal.**

Step 1: CurricUNET starts with your "Courses" screen. Click on "Create Proposal"

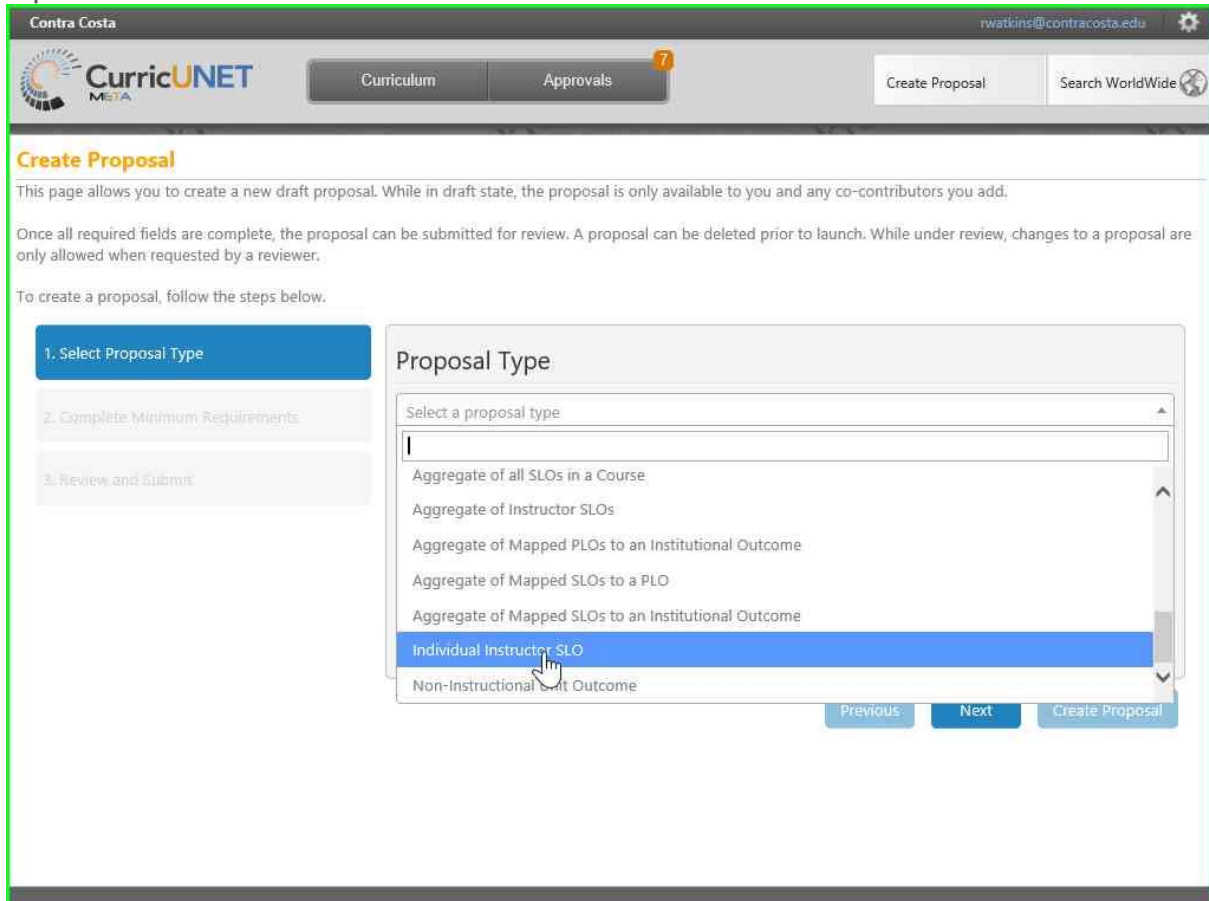


Subject	Course #	Title	Status	Created On	Reports
CIS	192	CIS 192 - Installing and Configuring Windows 10	In Review	9/21/2015	
CIS	135	CIS 135 - Introduction to Computers	In Review	2/5/2016	
CIS	110	CIS 110 - Fundamental Computer Literacy	In Review	4/12/2016	
CIS	166A	CIS 166A - Basic Web Page Development	In Review	12/30/2016	
CIS	095A	CIS 095A - Computer Laboratory	Draft	12/27/2016	
CIS	095B	CIS 095B - Computer Laboratory	Draft	12/28/2016	

Step 2: Under "Proposal Type", click on "Select a proposal type".

Step 3: Scroll down under "Modules" and select "Individual Instructor SLO".

Step 4: Click "Next".



This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

Proposal Type

Select a proposal type

- Aggregate of all SLOs in a Course
- Aggregate of Instructor SLOs
- Aggregate of Mapped PLOs to an Institutional Outcome
- Aggregate of Mapped SLOs to a PLO
- Aggregate of Mapped SLOs to an Institutional Outcome
- Individual Instructor SLO**
- Non-Instructional Institutional Outcome

Previous Next Create Proposal

Step 5: Click on the "Division" field and select the appropriate division.

Step 6: Click on the "Department" field and select the appropriate department.

Step 7: In the "Module Title" field, type **COURSE NAME** (SUBJECT and NUMBER), the **SECTION** being assessed, and **SLO#** of the SLO being assessed. Make sure the number matches the order of the SLOs in the CurricUNET Course screen.

Click "Next" when done.

The screenshot shows the 'Create Proposal' page in the CurricUNET system. The header includes the Contra Costa logo, the CurricUNET logo, and navigation tabs for 'Curriculum' and 'Approvals' (with a notification badge '7'). There are buttons for 'Create Proposal' and 'Search WorldWide'. The main content area is titled 'Create Proposal' and contains instructions: 'This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add. Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer. To create a proposal, follow the steps below.' On the left, there are three steps: '1. Select Proposal Type', '2. Complete Minimum Requirements' (highlighted in blue), and '3. Review and Submit'. The main form area is titled 'Minimum Requirements' and contains the instruction 'Fill out all of the fields below.' It has three fields: 'Division*' with a dropdown menu showing 'NSAS Division', 'Department*' with a dropdown menu showing 'Computer & Related Electronics', and 'Module Title*' with a text input field containing 'CIS-166A-4160 SLO1'. At the bottom right, there are three buttons: 'Previous', 'Next' (with a mouse cursor over it), and 'Create Proposal'.

Step 8: The screen will show a Proposal Summary. Make sure the COURSE NAME, SECTION, and SLO# are correct. You can click "Previous" to make changes. When done, click "Create Proposal".

The screenshot shows the 'Create Proposal' page in the CurricUNET system, now at the 'Proposal Summary' step. The header is identical to the previous screenshot. The main content area is titled 'Create Proposal' and contains the same instructions. The left sidebar shows three steps: '1. Select Proposal Type', '2. Complete Minimum Requirements', and '3. Review and Submit' (highlighted in blue). The main form area is titled 'Proposal Summary' and contains the instruction 'Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.' It has a section titled 'Individual Instructor SLO' with the text 'Module Title: CIS-166A-4160 SLO1' and 'If this is correct press Create Proposal.' At the bottom right, there are three buttons: 'Previous', 'Next', and 'Create Proposal' (with a mouse cursor over it).

Step 9: In the "Individual Instructor SLO" screen, type in the "Number of students assessed". This is the number of students that completed the assessment. It may be less than the "Number of students on roster".

Step 10: For the "Number of students successful", type in the number of students that met the Assessment Criteria.

Step 11: In the "Number of students on roster" field, enter the number of students that were on the roster at the time of the assessment. If you do not have this information, use the census number.

Step 12: Now you need to select the actual SLO that these numbers apply to. Select the "Subject" from your module title.

Step 13: Choose the active course for this assessment.

Step 14: When choosing the active course VERSION, make sure you choose a course version with the correct dates so that you match the SLO criteria for that time period.

Step 15: Choose the Course Outcome that matches the SLO you have assessed for this course.

Step 16: For the "Contributor" field, make sure you check the "Show selected" box on the right side. This will only show your search results for the contributor. Type in the last name of person who assessed this class.

Step 17: All of the matching users with that last name will appear below the "Contributor" field. Check the box next to the proper user.

Step 18: Click "Save".

The screenshot shows the 'Individual Instructor SLO: CIS-166A-4160 SLO1' form. The status is 'Draft'. The 'Assessment Type' is 'Individual Instructor SLO'. The 'Assessment Information' section includes fields for 'Assessment Report Title' (CIS-166A-4160 SLO1), 'Originator *' (Watkins, Randy), and 'Department' (Computer & Related Electronics). The 'Number of students assessed' is 14, 'Number of students successful' is 13, and 'Number of students on roster' is 16. A note states: 'Choose the current version of the Course unless it has been modified and the version you assessed is no longer active.' The 'Subject' is 'Computer Information Systems', 'Choose Active Course' is 'CIS 166A - Basic Web Page Development', 'Choose Course Version' is 'CIS 166A - Basic Web Page Development (07/28/2016 - Current)', and 'Choose Course Outcome' is 'Create a Web page using a text editor'. The 'Contributor' field contains 'watkins', and the 'Show selected' checkbox is checked. A list of contributors shows 'Watkins, Randy (rwatkins@contracosta.edu)' selected. A 'Save' button is visible in the bottom right corner.

Step 19: Click on "Assessment Methods".

Step 20: Check the "Assessment Tool" used for this assessment. It does not have to be the same as the SLO Assessment Method. If the tool is not in the list, click "Other" and type in a short, descriptive name for the tool.

Step 21: Click on "Assessment Results".

Step 22: If you have not already clicked "Save" in the lower right corner, you will be asked to "Save" your changes.

The screenshot shows the 'Individual Instructor SLO: CIS-166A-4160 SLO1' form. The status is 'Draft'. The 'Assessment Methods' section is active, showing 'Assessment Tools' with a list of options: 'an exam', 'an exam, scored by rubric' (checked), 'a pre- and post-test', 'a paper, s', 'a project', 'a lab rep', 'a perform', 'a demons', 'a speech', 'a debate, scored by rubric', 'a discussion, scored by rubric', 'an interview, scored by rubric', 'an observation, scored by rubric', 'a student survey', and 'Other'. A dialog box is open in the center with the text 'There are unsaved changes. Do you want to save them?' and buttons for 'Save', 'Discard', and 'Cancel'. A 'Save' button is also visible in the bottom right corner of the form. A footer note states: 'fields marked with * are required'.

Step 23: In the "Assessment Results" screen, enter any comments about the assessment, results, or students to go along with the results shown in "Percent of Students Successful". This is where an explanation would be entered if the Assessment Tool differs from the Assessment Method in the SLOs.

Step 24: Click on "Next Steps". You will be asked, again, to "Save".

Individual Instructor SLO: CIS-166A-4160 SLO1

Status: Draft

Launch Delete Draft

Main

Assessment Methods

Assessment Results

Next Steps

Attach Files

Codes/Dates 1/1

Assessment Results

Summarize results of all classes assessed; discuss what needs and issues were revealed

The only student that did not complete the Web page had not completed the previous assignments.
Two students did not take the exam.

What do these results tell you about how well students are mastering the skills for:

Category CIS 166A - Basic Web Page Development

Outcome Create a Web page using a text editor

Number of students assessed 14

Number of students successful 13

Percent of Students Successful 92.86

https://contracosta.sandbox.curricunet.com/form/Module/_Form/26/39099

Step 25: At the top of "Next Steps", under "In the Classroom", check any actions that could be done to improve the outcomes for this SLO. You can use "Other" for additional options.

Step 26: Under "In the Department", select the actions that could be done across all sections or within the Department to improve the course outcomes.

Step 27: Click "Save". You can also "Attach Files" as reference for the assessment. There is no need to click on "Codes/Dates".

Individual Instructor SLO: CIS-166A-4160 SLO1

Status: Draft

Launch Delete Draft

Main

Assessment Methods

Assessment Results

Next Steps

Attach Files

Codes/Dates 1/1

Increase guidance for students as they work on assignments

Use methods of questioning that encourage the competency you measured

State criteria for grading more explicitly

As an instructor, increase your interaction with students outside of class

Ask a colleague to critique assignments/activities

Collect more data

Nothing; assessment indicates no improvement necessary

Other

In the Department

Encourage faculty to share activities that foster competency

Write collaborative grants to fund departmental projects to improve teaching

Purchase articles/books on teaching about competency

Visit classrooms to provide feedback (mentoring)

Create bibliography of resource material

Have binder available for rubrics and results

Analyze course curriculum, so that the department can build a progression of skills as students advance through courses

Nothing; assessments indicate no improvements necessary

Other

Show selected Clear All

Save

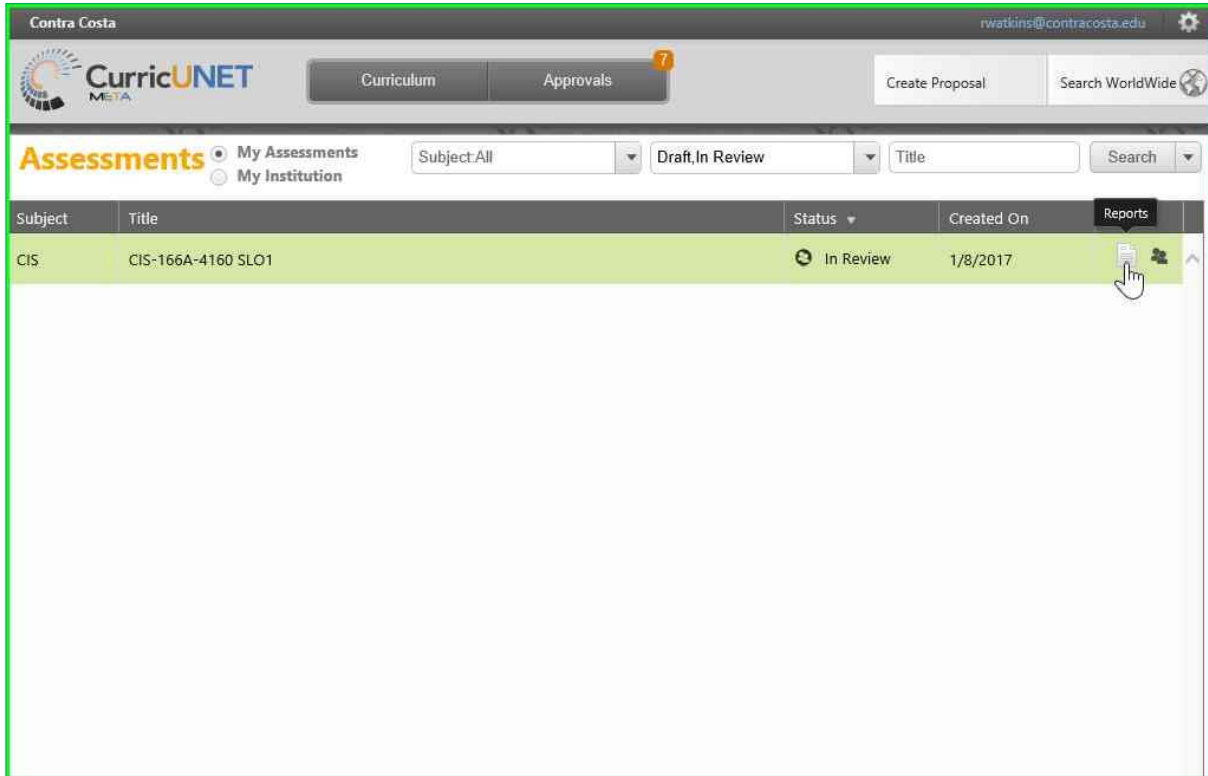
*fields marked with * are required

Step 27.5: IMPORTANT: DO NOT Launch!

Individual Instructor SLO Assessments must be aggregated (summarized) for each section, for all sections, and for the Programs and ILOs before they can be launched.

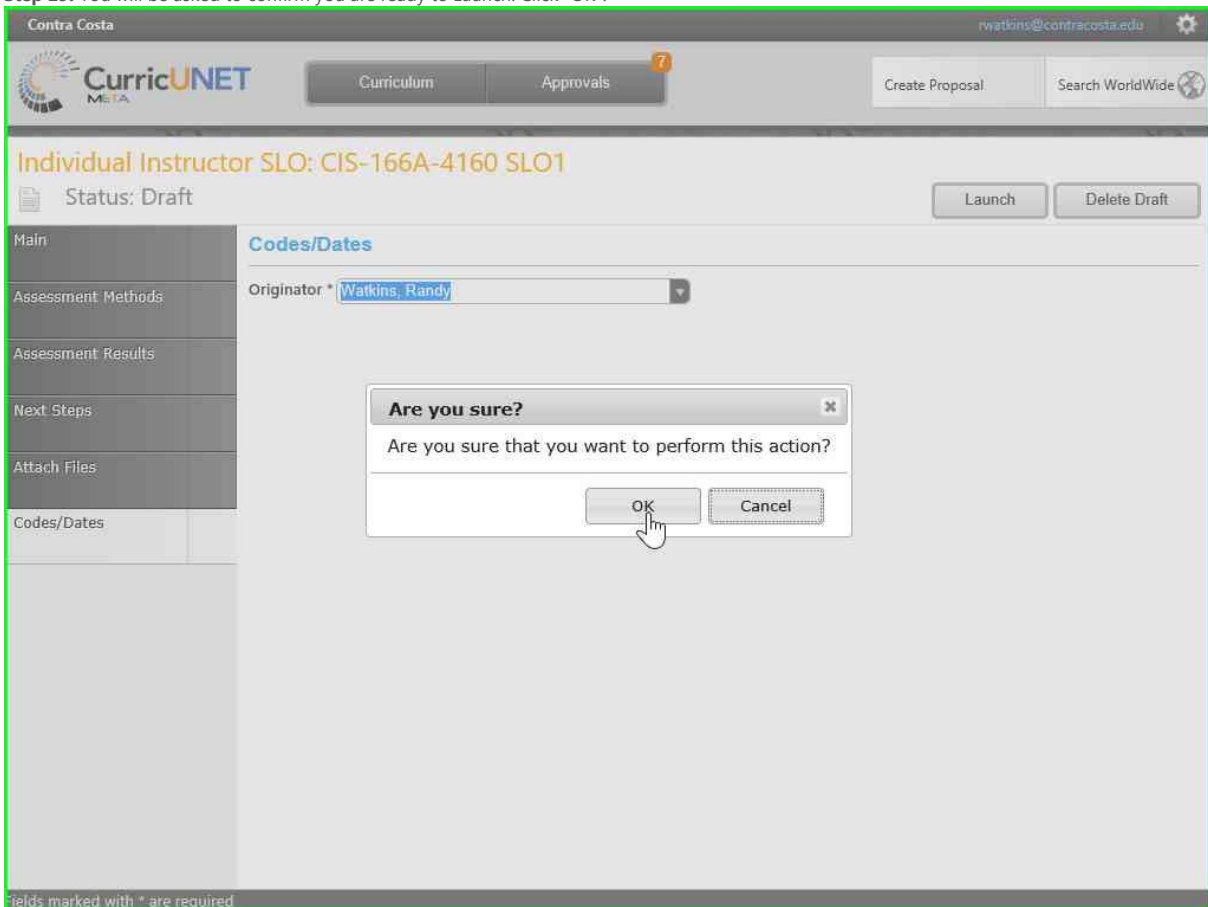
Leave all SLO Assessments in Draft until Program Review.

Click on "Curriculum" and then "Assessments".



Step 28: When Program Review comes around, click "Launch" to send this assessment to the Department Chair for review.

Step 29: You will be asked to confirm you are ready to Launch. Click "OK".



Step 30: The next screen shows that the "Proposal Launched" and that it is pending review by the Department Chair. There is no need to click "Status". Click "Back to Modules".

Contra Costa rwatkins@contracosta.edu

CurricUNET META

Curriculum Approvals 7

Create Proposal Search WorldWide

Proposal Launched

Proposal Type: Individual Instructor SLO

Proposal Title: CIS-166A-4160 SLO1

[Back to Modules](#)

History **Status**

Action Date	Step	Step Type	User Fullname	Action	Action Comment
	Department Chair	Required	Pamela Rudy	Pending	
01/08/2017 01:13 PM	Originator	Required	Randy Watkins	Launch	Launch

<https://contracosta.sandbox.curricunet.com/Approval/Launched/514#approvalTabStrip-2>

Step 31: This will take you to your "Assessments" screen. Click the document icon on the right side to see "Reports" of the assessment.
Step 32: The only report available for assessments is the "All Fields" report.

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CurricUNET META

Curriculum Approvals 7

Create Proposal Search WorldWide

Assessments

My Assessments My Institution

Subject: All Draft, In Review Title Search

Subject	Title	Status	Created On	Reports
CIS	CIS-166A-4160 SLO1	In Review	1/8/2017	All Fields

<https://contracosta.sandbox.curricunet.com/DynamicReports/AllFieldsReportByEntity/26?en...>

Step 33: The "All Fields Module Report" is a summary of every field from the assessment.

Contra Costa - All Fields Module Report

Main

Assessment Type: Individual Instructor SLO

Assessment Report Title CIS-166A-4160 SLO1

Originator Randy Watkins

Department Computer & Related Electronics

Number of students assessed 14

Number of students successful 13

Number of students on roster 16

Subject Computer Information Systems

Choose Active Course CIS 166A - Basic Web Page Development

Choose Course Version CIS 166A - Basic Web Page Development (07/28/2016 - Current)

Choose Course Outcome Create a Web page using a text editor

Contributor

Co-Contributor Watkins, Randy (rwatkins@contracosta.edu)

Assessment Methods

Assessment Tools

Assessment Tools an exam, scored by rubric

Step 34: The second screen of the "All Fields Report".

Assessment Tools an exam, scored by rubric

Other

Assessment Results

Summarize results of all classes assessed; discuss what needs and issues were revealed

The only student that did not complete the Web page had not completed the previous assignments. Two students did not take the exam.

What do these results tell you about how well students are mastering the skills for:

Category CIS 166A - Basic Web Page Development

Outcome Create a Web page using a text editor

Number of students assessed 14

Number of students successful 13

Next Steps

In the Classroom

Classroom Recommendations Nothing; assessment indicates no improvement necessary

Other

In the Department

Department Recommendations Analyze course curriculum, so that the department can build a progression of skills as students advance through courses

Step 35: At the bottom of the "All Fields Report", if you attached any files, it will list the filenames.

Category	CIS 166A - Basic Web Page Development
Outcome	Create a Web page using a text editor
Number of students assessed	14
Number of students successful	13

Next Steps

In the Classroom

Classroom Recommendations	Nothing; assessment indicates no improvement necessary
----------------------------------	--

<input type="checkbox"/> Other

In the Department

Department Recommendations	Analyze course curriculum, so that the department can build a progression of skills as students advance through courses
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<input type="checkbox"/> Other

Attach Files

Attached File

Codes/Dates

Originator	Randy Watkins
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Generated on: 1/8/2017 1:15:39 PM