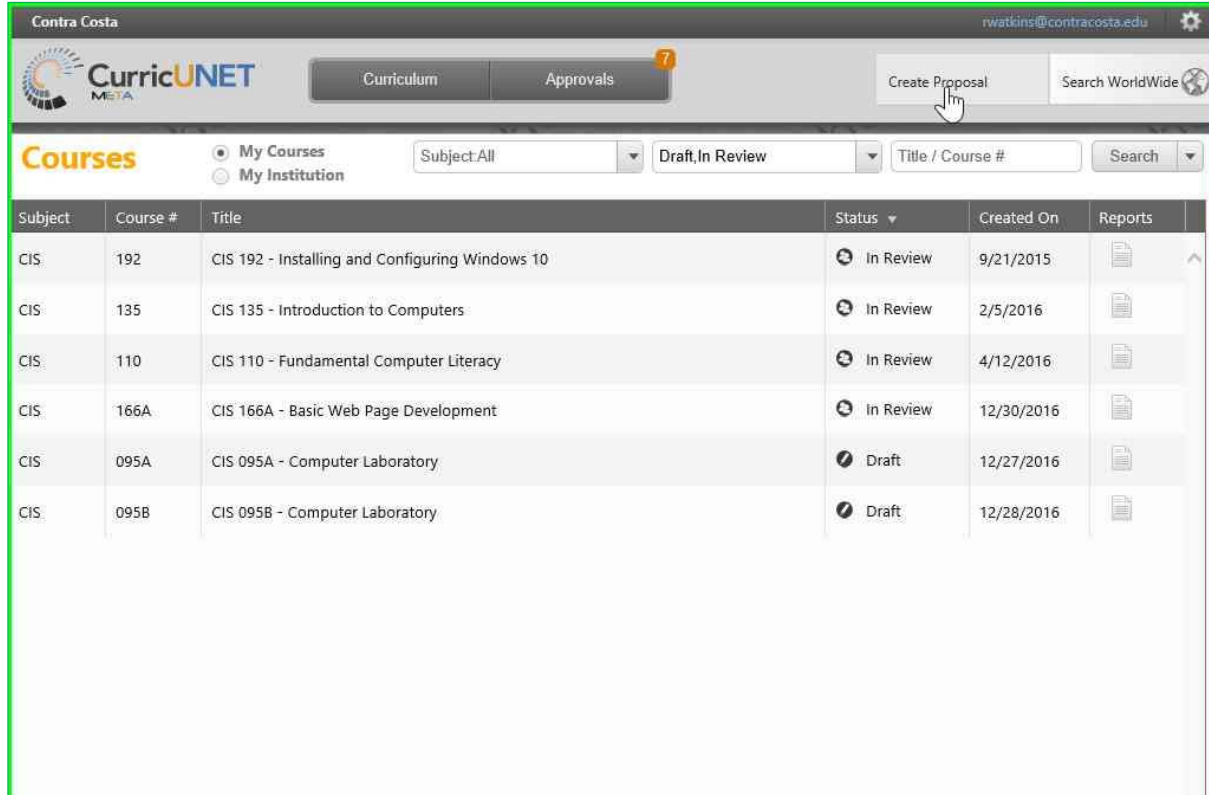## Individual Instructor SLOs

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 summamrized with the Aggregate of Course SLOs module. **Do not Launch proposal.**

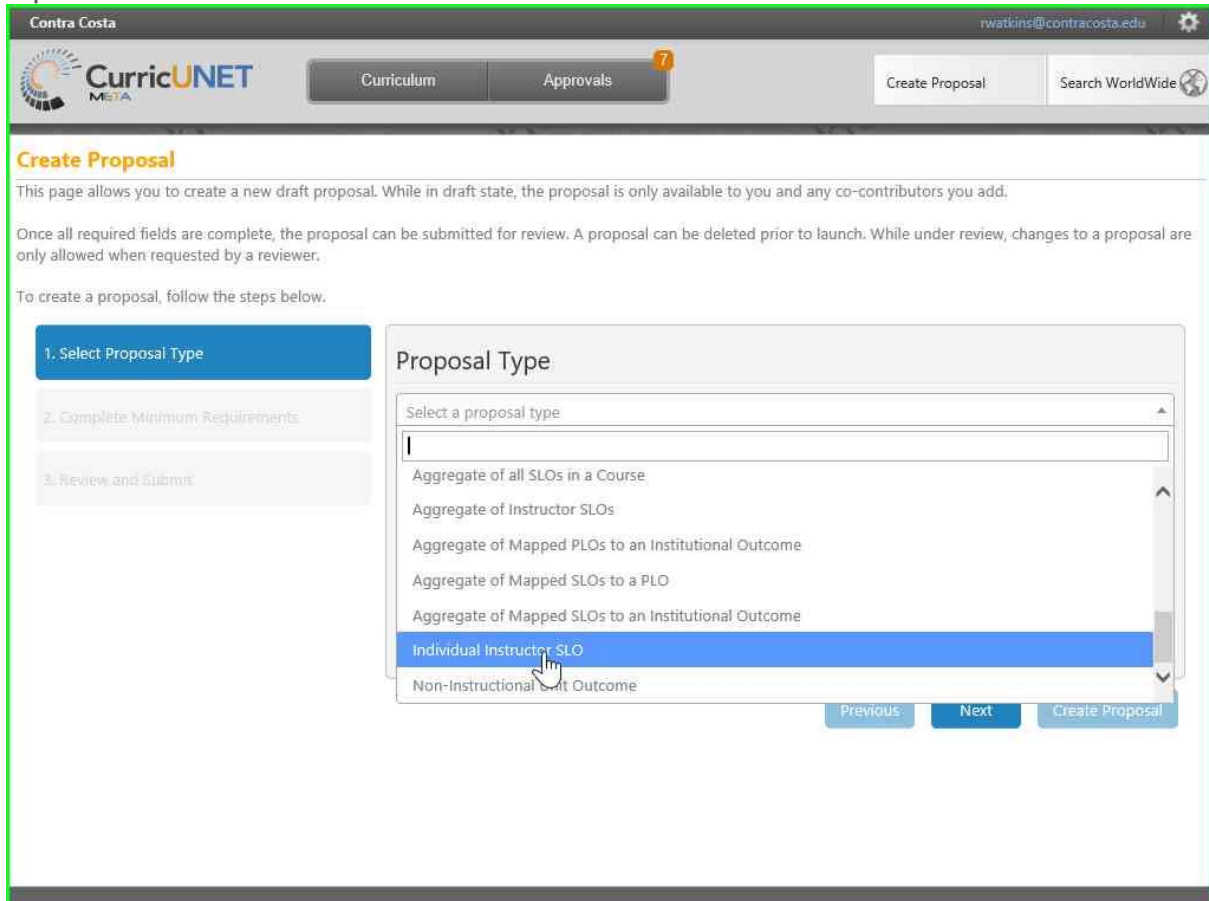**Step 1:** CurricUNET starts with your "Courses" screen. Click on "Create Proposal"

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".

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.

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".

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".

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.

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".

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".

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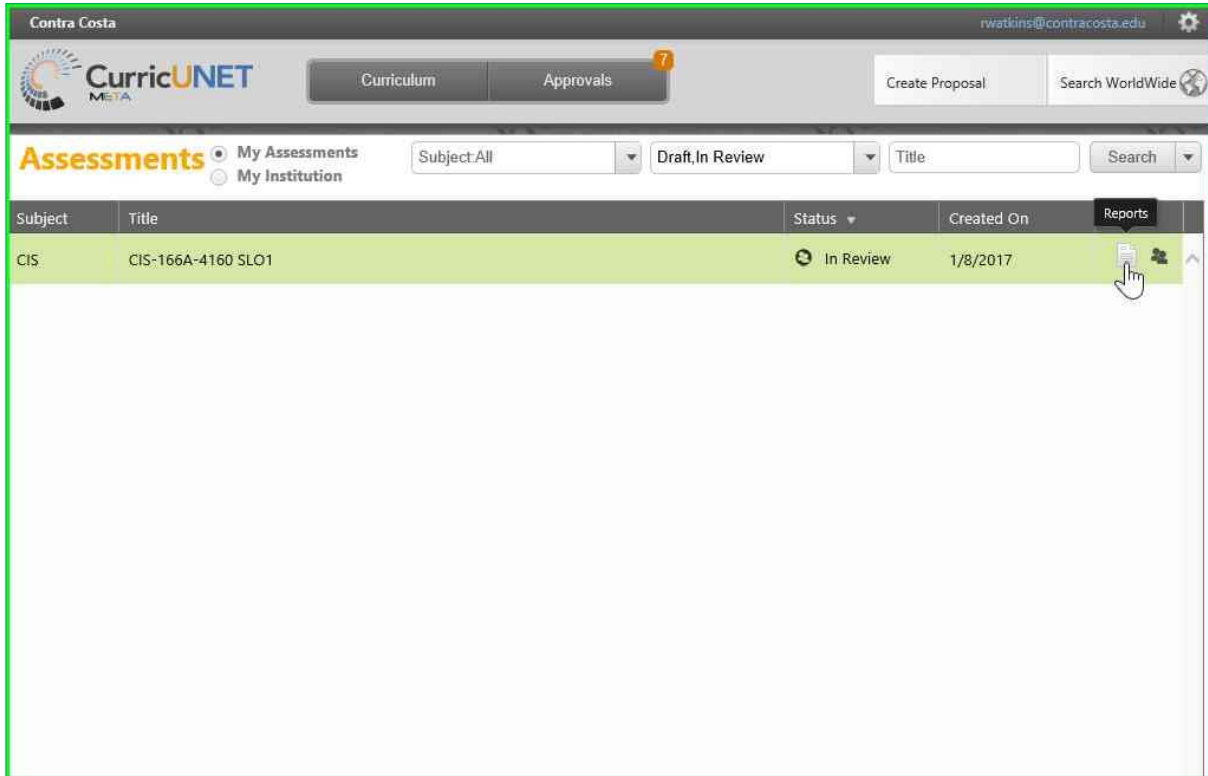
Step 28: When Program Review comes around, click "Launch" to send this assessment to the Department Chair for review.

Step 29: You will be asked to confirm you are ready to Launch. Click "OK".
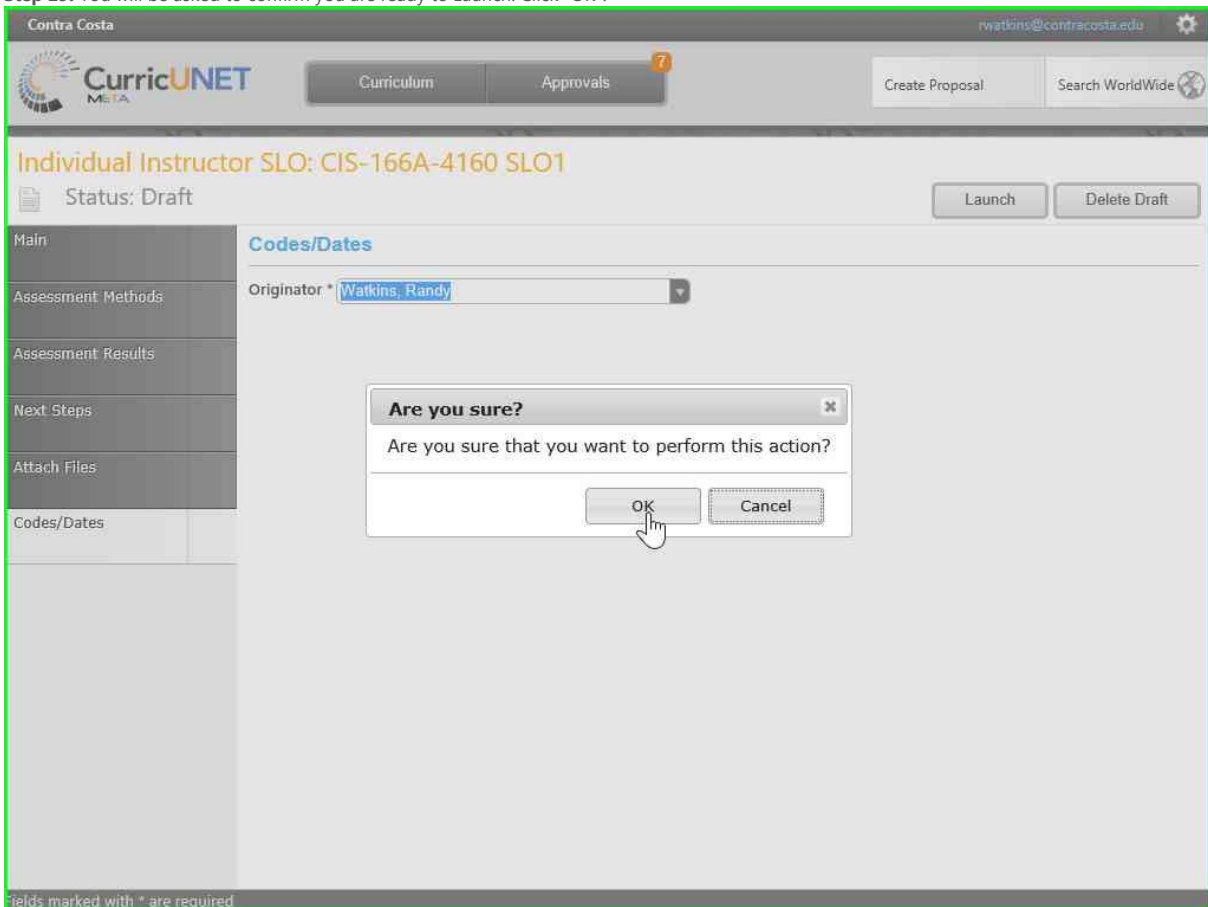
Step 30: The next screen shows that the "Proposal Launched" and that it is pending review by the Department Chair. There is no need to click "Status". Click "Back to Modules".

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.

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

☐ Other

In the Department

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

☐ Other

Attach Files

Attached File

Codes/Dates

Originator	Randy Watkins

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