

# ANSWERS TO YOUR FLEX-DAY QUESTIONS

(These questions and answers apply to Faculty only.  
Classified Staff will have separate Flex-Day activities.)

## WHEN IS FLEX DAY?

October 7, 2008

## WHAT WILL WE BE DOING ON FLEX DAY?

The entire Flex-day will be devoted to working within your unit to discuss and write Student Learning Outcomes.

## ARE WE TO SIT AROUND WRITING SLOs ALL DAY LIKE WORKERS ON AN ASSEMBLY LINE?

No, well yes, NO! Oh #&\*%!!!!..... OK, this is the thing --- it is the goal to produce SLOs on Flex Day, but much of the value is in the process. This activity should stimulate valuable professional dialogue among colleagues and ultimately improve student learning. Yes we want to produce SLOs, but lets make them meaningful.

## WHICH CLASSES SHOULD WE START ON?

1. If the Curriculum Committee is reviewing any of your courses this fall, start with these. Any courses submitted for curriculum review after Oct. 7 will require the attachment of a Course Level SLO form. This is your opportunity to complete these forms.
2. Next, work on your core courses. For these purposes, a core course is any course that is offered two or more semesters per school year.
3. If time permits, write SLOs for courses that are offered less frequently. Eventually every course will require SLOs.

## HOW MANY SLOs DO WE NEED TO WRITE FOR EACH COURSE?

There is no magic number. Write an appropriate number. One SLO is OK and generally fewer are better. Three is a typical number. Every SLO must be assessed so try to limit yourselves to no more than five.

## WILL WE RECEIVE ANY INSTRUCTIONS OR ASSISTANCE?

Yes. Your Dean will get you started. He/she will have been briefed on how the day should proceed. You will be given copies of your course outlines, instructions, and reference materials. Your colleagues from the SLOAC committee will also be on hand to help out.

## WHAT WILL WE SUBMIT AT THE END OF THE DAY?

For each SLO you have written, you will submit to your Dean one Course Level SLO form, including a rubric and one or more assessment methods.

## WHAT WILL THE COLLEGE DO WITH THE SLOs WE WRITE?

The college will input your SLOs, rubrics, and assessment methods into *eLumen*, a software program. This will keep them on record and ready for you to assess. *eLumen* will also correlate the data bank of SLOs with our College-Wide Learning Outcomes.

## WHAT SHOULD WE DO WITH THE SLOs WE WRITE?

Include them on your syllabus next Spring and assess them. You can assess them this semester, but don't panic -- this is the focus of the February Flex Day.

## WHAT IF OUR SLOs ARE ALREADY WRITTEN?

GREAT! Please fill out the Course Level SLO forms anyway. Even if we currently have your SLO on record, we would like to know your rubric and your assessment method(s) and correlate the SLO with a College-wide Learning Outcome. You and your colleagues can spend the day working on other parts of the Student Learning Outcome and Assessment Cycle. You can plan your assessments, discuss the results of your assessments, revise your instruction or revise your SLOs.

## WHAT HAPPENED TO THE SLOs WE WROTE LAST YEAR?

They are on file and do not need to be rewritten, but you need to fill-out the Course Level SLO form, produce a rubric and identify one or more assessment methods for these SLOs.