**Instructions for CLO Work for Classes Offered F’11/Sp’12 (or Have Been Previously Assessed and Input into eLumen):**

Attached is the current status for each of the courses in your discipline that were offered in this past academic year based on information found in eLumen or on the Closing the Loop forms.

The attached checklist is a summary of the status of your classes. Each course should have an “X” under one of the columns in each of the three categories: Number of CLOs, Met Assessment, and Close the Loop.

Please review the appropriate column on the attached spreadsheet. If a cell is grayed out, then that is not an option for placing an “X”.

Once each course is addressed please provide all updated and necessary documentation (Your Program Review Addendum and Closing the Loop forms) to your Division / Discipline Lead.

Each course needs to be fully assessed, based on the minimum number of CLOs for the course followed by a Close the Loop form submitted. To be counted as fully assessed, each course must meet these criteria:

1. The minimum number of CLOs:

1 or fewer units – 1 CLO

More than 1 and fewer than 3 units – 2 CLOs

3 or more units – 3 CLOs

1. For a section to meet the assessment data requirement, data must be entered for either 85% of all enrolled students or a minimum of 30 students (whichever is the smaller number).
2. Minimum number for a course:

* If a course with one or two sections offered in one semester, then 100% of the sections must be assessed.
* If a course has three or more sections in one semester then 50% or more of the sections need assessment.

To address some unusual circumstances, a course will be counted as assessed if:

* Data from 5 sections is available (from at least 66% of the faculty teaching the course for the semester.)
* When two consecutive semesters have only two sections, data is available for one section from each of the two consecutive semesters.
* The minimum number (plus one) is met over a sequence of semesters using one of the above criteria.

Note: An adjunct may either input data for a given semester directly into eLumen or may submit the adjunct supplementary form to have the section considered met.

**A Brief Description of Each Column**

There are three columns for **Minimum Number of CLOs**:

* Meets Minimum Number of CLOs – These courses have met the requirement for CLOs on file. No further action needs to be taken for these courses regarding writing CLOs.*If this column entry is grayed out, then the course has sufficient CLOs.*
* Already Submitted CLOs – As information has been gathered for this report from a wide spectrum of sources, updated information might have been inadvertently omitted. *Please resend to ensure that we have the most up to date information.*
* Insufficient CLOs Written – *Write and submit additional CLOs by 8/21*. – Current CLOs can be found in eLumen for your reference.

There are two columns for **Met Assessment**:

* Courses Met Assessment Requirement – These courses have met the requirement for Assessment. No further action needs to be taken for these courses regarding assessment for this cycle.*If this column entry is grayed out, then the course needs assessment data in eLumen.*
* Insufficient eLumen Data – *Submit assessments in eLumen by 8/21*–Note: **You may believe that you have entered data, however check whether all students are marked with either a score of 0 through 4 or marked with “N/A.”** If a student did not participate in an assessment, then mark him or her as “N/A” and then that student counts towards the goal of meeting the minimum number of students assessed. Remember data must be entered for either 85% of all enrolled students or a minimum of 30 students (whichever is the smaller number).

There are three columns for **Close the Loop**:

* Course Meets Closing the Loop Requirement – These courses have met the requirement for Closing the Loop on file. No further action needs to be taken for these courses regarding writing Closing the Loop this cycle.*If this column entry is grayed out, then the course needs to have the Closing the Loop form filled out and submitted*.
* Previously Submitted Closing the Loop – As information has been gathered for this report from a wide spectrum of sources, updated information might have been inadvertently omitted. *Please resend to ensure that we have the most up to date information*.
* Will Submit Additional Closing the Loop by 8/21 –*The course needs to have the Closing the Loop discussion. Documentation needs to be submitted by 8/21.*

For electronic versions (or more copies) of the forms that need to be submitted by Thursday, August 24, 2012

* Closing the Loop
* Program Review Fall 2012 SLO Addendum

Please visit: <http://www.chabotcollege.edu/staffDevel/FlexDays/2012_13/ConvoCollege.cfm> or <http://www.chabotcollege.edu/sloac/forms.asp>