

Student Learning Outcomes

The following is the procedure for processing new and revised student learning outcomes.

	Course SLOs (CSLOs)	Academic Program SLOs (PSLOs)	Institutional Learning Outcomes (ILOs)	Outcomes to support Student Programs and Services
	To view COR with current SLOs, visit: http://www.curricunet.com/Hancock/	To view current PSLOs, visit: http://www.curricunet.com/Hancock/	To view current ILOs, visit: http://www.hancockcollege.edu/institutional_research_planning/ilo.php	To view current SSOs, visit: http://www.hancockcollege.edu/institutional_research_planning/learning_outcomes/student_services.php
<i>Official Source of Information</i>	CurricUNET / COR	CurricUNET / Catalog	Catalog	Learning Outcomes Web Site
<i>Other Sources to be Consistent</i>	Syllabi; eLumen	eLumen; Program Review/Annual Update	eLumen; CurricuNet; Learning Outcomes Web Site; Hancock Web Site	eLumen Program Review/Annual Update
<i>Approvals for new/revised</i>	<ul style="list-style-type: none"> • Discipline Faculty; • Feedback about CSLO changes from impacted faculty through department meeting and/or other dissemination • AP&P (including Academic Senate and Board information) 	<ul style="list-style-type: none"> • Discipline Faculty; • Feedback about PSLO changes from impacted faculty and student services through department meeting or other dissemination, documented by Department Chair • AP&P needed (including Academic Senate and Board information) • Chancellor's Office when needed 	<ul style="list-style-type: none"> • College faculty and staff; • Feedback about ILO changes from faculty and staff college wide through appropriate dissemination; • Request documented by LOAC (AA/SS); • Reviewed by Student Learning Council, Student Services Council, and Academic Senate; • Final presentation to Board for information 	<ul style="list-style-type: none"> • Department faculty/staff; • Feedback from faculty/staff through department meeting; documented by SLO Liaison or Director
<i>Groups to Inform</i>	<ul style="list-style-type: none"> • Department Chair, secretaries, and Deans 	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • All Staff and Faculty 	<ul style="list-style-type: none"> • Director/Dean, Student Services SLO Coordinator

<p><i>Process for new/revised</i> <i>For fall term</i></p>	<ol style="list-style-type: none"> 1. Discipline Faculty to define course SLOs; 2. Discuss CSLO changes at department meeting or other dissemination with feedback from impacted faculty; 3. Faculty submits SLO change through CurricUNET course modification/SLO change process* (routed to AP&P); 4. CurricUNET notifies faculty initiator of completion and Learning Outcomes Analyst of SLO change to update in eLumen; 5. Faculty next steps: <ol style="list-style-type: none"> a. update CSLOs in syllabi b. revise mapping forms and 6 year assessment plan, as needed c. document changes in Program Review/Annual Update <p>*If the SLO change includes minor/major modifications in addition to the SLO change, additional steps and time may apply.</p>	<ol style="list-style-type: none"> 1. Discipline Faculty to define program SLOs; 2. Check all courses impacted by change to program SLO; 3. Discuss PSLO changes at department meeting and/or other dissemination with feedback from impacted faculty; 4. Coordinate with Learning Outcomes Analyst and Curriculum Specialist to determine if change is minor/major and whether AP&P full review is required; 5. Faculty submits PSLO change through CurricUNET program modification (or program update) process*. 6. CurricUNET notifies faculty initiator of completion and Learning Outcomes Analyst of PSLO change to update in eLumen; 7. Curriculum Specialist updates program inventory and catalog 8. Faculty next steps: <ol style="list-style-type: none"> a. revise mapping forms and 6 year assessment plan, as needed b. document changes in Program Review/Annual Update <p>*If doing minor/major modification to program, additional steps and time will apply.</p>	<ol style="list-style-type: none"> 1. Anyone interested in an ILO change must first review the current ILO assessment report and submit a proposed change during the scheduled review year based on the six-year ILO timeline in the institutional assessment plan (IAP). 2. Recommended changes from Senate, SLC, SSC or any other council, the ILO team or individual will be brought forward to LOAC (AA/SS); 3. Check all courses impacted by change to ILO; 4. Forward request to LOAC (AA/SS); 5. LOAC (AA/SS) to forward recommendation to Student Learning Council, Student Services Council, and Academic Senate; 6. Change forwarded to College Council, then president and Board as indicated in the CCPD; 7. Learning Outcomes Analyst in IRP to update eLumen, CurricUNET and Learning Outcomes web site(s); 8. Learning Outcomes Analyst to coordinate updates to mapping forms as needed; 9. IRP to forward change to Admin Secretary in VPSS for Catalog. 	<ol style="list-style-type: none"> 1. Department Faculty/Staff to define SLOs; 2. Discuss at department meeting and/or other dissemination of changes with feedback from faculty/staff; 3. Department SLO Liaison or Director to document change to be processed; 4. Coordinate with Learning Outcomes Analyst to determine if change is minor/major; 5. Learning Outcomes Analyst, SLO Liaison or Department Designee to make change in eLumen; 6. SLO Liaison next steps: <ol style="list-style-type: none"> a. revise mapping form & 6 year assessment plan, as needed b. document changes in Program Review/Annual Update <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <p>Legend: AA SLO Coordinator – Liz West Admin Secretary, VPSS – Espie Valenzuela AP&P – Academic Policy & Planning Committee CCPD – Councils and Committees <i>Pathways to Decisions</i> Curriculum Specialist – Rebecca Andres IRP – Institutional Research & Planning Office Learning Outcomes Analyst – Jennie Robertson LOAC –LOAC-AA or LOAC-SS SS SLO Coordinator – Mayra Morales & Juanita Tuan VPAA – Vice President, Academic Affairs VPSS – Vice President, Student Services</p> </div>
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