

Assessment Checklist for Annual Update Instructional Programs

* Review ISLO survey results and mapping data for subjects in your department during September and/or October department meetings

Resources:

* + [ISLO Survey Report](http://www.sdcity.edu/about/institutional-effectiveness/research/docs/sdcc_islo_survey_report_2018.pdf)
	+ Guiding questions for discussion
* Program Review: phase 2 of cycle – annual update completed in Taskstream by **November 1**
* Review template and directions in Program Review Handbook
* Gather assessment results
* Schedule time for department discussion
* Document dialog from department meeting (minutes or template)
* Enter assessment results into Taskstream – include both updates on goals from your Comprehensive Plan, and findings in the Program Outcomes Assessment section
* Attach documentation of dialog (use the link on the Goal #1 page from your Comprehensive Plan to upload the attachment)
* Attach budget request for the following academic year (forms to be distributed in October via email from Administrative Services)

Resources:

* + Program Review data packets (student characteristics, outcomes, productivity, course level data) will be distributed electronically and will be posted to the shared drive here:



* + [Program Review Handbook](http://www.sdcity.edu/about/mission-priorities/docs/prog_rev_handbook.docx)
	+ Templates for documenting dialog are posted on the [Program Review Resources page.](http://www.sdcity.edu/about/mission-priorities/program-review.aspx) This page also has PDFs of the Taskstream fields to preview the information needed.
* Attend Assessment Open Lab for assistance if needed Resources:
	+ The Open Lab schedule is posted on the [SLO training materials page](http://www.sdcity.edu/faculty-staff/outcomes/index.aspx) and is also included in the [Professional Development/FLEX calendar](http://www.sdcity.edu/faculty-staff/professional-development/index.aspx) (by month)