

Assessment Checklist for Annual Update

Student Services and Administrative Programs

* **IF** your area has Program Student Learning Outcomes that relate to the Institutional Student Learning Outcomes (ISLOs), review ISLO survey results. This applies if your area has student learning outcomes, but not if your area has exclusively administrative outcomes.

Resources:

* + [ISLO Survey Report](http://www.sdcity.edu/about/institutional-effectiveness/research/docs/sdcc_islo_survey_report_2018.pdf)
  + Guiding questions for discussion (see the [Resources page](http://www.sdcity.edu/about/mission-priorities/program-review.aspx))
* FOR ALL: 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 for your program outcomes
* 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 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)