

## **SLO/Instructional Improvement Faculty Liaison Position Fall Semester Activities**

My time during the fall semester was spent on the following activities. They are listed in no particular order.

- Contacted 41 full and part-time faculty members who taught a total of 63 courses, regarding assessing their SLO's by the end of the semester. My emphasis was on courses that had not been assessed in 5 years or longer. My contacts were in person for the most part with a few emails to those instructors teaching online courses.
- Attended an Academic Senate and a Curriculum Committee meeting at the beginning of the semester to introduce myself and offer assistance to faculty with SLO assessments.
- Served on the Curriculum Committee's Technical Review group with emphasis on reviewing SLOs.
- Sent out a faculty wide email, with contact information, introducing myself and offering assistance.
- Worked directly with 6 faculty members to assist them with reporting their data and/or gathering data to then report.
- Walked around campus and into the offices of various faculty members, regardless of if they were on my list, to discuss SLOs and the need for assessing.
- Worked with Peter Wruck and Sabrina Lawrence on the "next step" in the SLO assessment process.
- Met with several department chairs to talk about their department's SLO assessment schedule.
- Talked with Leah Halper about developing a tie between this position and the faculty mentor position as relates to instructional improvement.
- Contacted Department Chairs and encouraged them to provide time during their department meetings to talk about how SLO course assessment has provided opportunities for instructional improvement.
- Collaborated with the Professional Development Day Committee to provide time at the Spring Professional Development Day for SLO work.
- Met with the Fine Arts Department to talk about SLO Assessment/Instructional Improvement and provided them with a tutorial on the SLO website. They also asked me to do a short presentation on CurricUNET.
- Sent out reminder emails the first week in December to 34 of the 41 faculty I had contacted during the semester.
- Met with Karen Warren and Megan Wong of the English Department to discuss SLO's – in particular how to use the data collected in a meaningful way, planning for what to do next and models available for "closing the loop".

My plan for the spring semester is to continue to directly contact faculty members who are currently teaching courses that have not been assessed in at least 5 years and offer my assistance, follow up with any fall semester instructors that did not report their findings, serve on the Curriculum Committee Technical Review group and send out an all faculty email at the beginning of the semester re-introducing myself and offering assistance.

**To date, 39 of the 41 faculty contacted have assessed Student Learning Outcomes for 58 courses. In addition, 7 other faculty has assessed 16 courses. (1/24/17)**