

AP 4024 Student Learning Outcomes Procedure

Reference:

Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130 and 55150;
US Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, and 668.8;
ACCJC Accreditation Standards I.A.2; I.B.1; I.B.2; I.B.5; I.B.6; I.B.8; I.C.1; I.C.3; I.C.4; II.A.1; II.A.3, II.A.12; II.A.13; II.A.16; 11.B.3; II.C.2; III.A.6; and IV.C.8

1. In addition to the two regular planning days during in-service, the institution through the Professional Development Committee sets aside one full day during *each* in-service dedicated to SLOs, in which the results will be documented in eLumen or another approved data housing system.
2. The institution provides a dedicated day for faculty to participate in program-wide dialogue regarding the interpretation of data, identification of gaps in outcome achievements, and recommendations of resource allocations to improve course, program outcomes during fall in-service as part of the program review process.
3. The institution through the appropriate faculty ensures current SLOs are clearly identified on course syllabi, on the Taft College website and in the on-line catalog.
4. The institution posts on its website a two-year assessment plan for each program area in conjunction with the two-year scheduling cycle as developed by the program area faculty.
5. The institution through the SLOs Assessment Steering Committee, a sub-committee of the Academic Senate, ensures alignment of course level SLOs to both Program and Institutional level learning outcomes.
6. The institution through the Office of Instruction provides new full-time and part-time faculty, during their first week of employment, orientation, and training regarding all expectations of the Taft College's process and requirements for SLOs.
7. The institution maintains a SLO handbook, providing faculty with guidelines, instruction, current methodology, and other information related

to SLOs. This handbook will provide relevant and current requirements for assessing, facilitating, and documenting SLOs accomplishments at the institution.

8. The institution documents patterns of SLO results and actions supporting a continuous cycle of improvement through the Annual Program Review process.
9. The institution includes SLOs as part of the current Course Outline of Record.