**From:** Rusamiprasert, Laila   
**Sent:** Tuesday, May 17, 2011 9:48 AM  
**To:** CoastlineList  
**Subject:** To All Faculty: Enter SLO Progress Notes by June 3

The following is being sent to all faculty on behalf of Nancy Jones, Academic Senate President

and Gayle Berggren, SLO Coordinator. Please direct your comments and questions to [gberggren@coastline.edu](https://owa.coastline.edu/owa/redir.aspx?C=488c87c4992e4e41ada549bc4747e430&URL=mailto%3agberggren%40coastline.edu)

**ACTION REQUESTED:** Enter SLO Progress Notes in Seaport for each of your classes

**by Friday, June 3**.

It is time to report Student Learning Outcomes (SLO) data again. Discussion of SLO data will become a regular part of our faculty meetings, beginning fall 2011. Therefore, it is essential that you go to your Seaport course site and enter the data for each of your courses by June 3 (we are collecting and aggregating our data in the Seaport course management site, regardless of the *type* of course you actually teach; a Seaport course site shell has already been developed for you, whether or not you teach online).

If you need a refresher on how to enter SLO data, please follow instructions available at this site:

[SLO Training: Progress Notes](http://159.115.100.11/CCCTraining/documents/SLO_Progress_Notes.pdf)

(If the link does not work, please cut and paste it into your browser)

Please take a few moments to review the “Help file” instructions at the above link and *model* your SLO entries after the examples in the “Help file” section so your data will be more uniform and useful for discussion in your fall 2011 department meetings. (All the text and data you enter will be printed out and available for review by other faculty in your department, so the greater the consistency with the examples, the better). Please identify the specific SLO you measured, and report, at minimum, the total number of assessed students and the percent of assessed students who: *achieved* the outcome, who *partially achieved* the outcome, and who *did not achieve* the outcome. Then identify any proposed changes you might make to improve these outcomes.

If you don’t know what your course SLOs are, there is a pull-down menu available at the above link to the *college course outlines*; most course outlines now contain SLOs. Alternatively, you may contact your department chairperson for assistance. (If you don’t know who your department chairperson is, please contact your Area Facilitator or Gayle Berggren for his or her name and contact information.)

Ongoing *assessment* and *discussion* of student outcomes at the *course*, *program*, and *degree*-level are standards of accreditation to which all colleges much adhere.

Thanks for your participation in this important college requirement.