Appendix VI

Student Services SLO Assessment Process

**May**
- Identify SLO for following year
- Submit Program-Level SLO Assessment plan
- Update 2-year Division-Level SLO Plan

**June/July**
- Programs meet with area Dean, as needed, for help with previous year SLO implementation, current year assessments, etc.

**April**
- Submit Division-Level SLO Report
- Update and submit 2-year Program-Level Plan by April 15th
- Division-Level SLO meeting
- Revisit Division-Level SLOs
  - Revisit planning and reporting templates
  - Assess the process of the cycle

**March**
- Submit Program-Level SLO Annual Report by March 1st
  - Submit mini or full program review by March 20th
  - Administrator review of SLO Reports and Program Reviews
  - Submission of all Program Reviews to PRAC by March 30th

**February**
- Analyze SLO data
- Meet with area Administrator to discuss results
- Prepare data to be included in program review
- Division-Level SLO meeting

**December/January**
- Enter data into ExpertScan reports

**August/September/October**
- SLO assessments
- Begin collecting SLO data
- Implement program changes and/or resources generated from previous year’s SLO
- Division-Level SLO meeting

**November**
- Continue SLO assessment/data collection
- Analyze effectiveness of program changes. Make adjustments as needed.
- Complete program change implementation report
- Division-Level SLO meeting

*Make it meaningful*
*Keep it simple*
*Make it sustainable*