***NEW COURSE & REACTIVATION FORM:***

***SLO Statement Checklist***

**El Camino College**

**Course SLO Statement Drafting**

(Minimum of 3 SLO Statements)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | | [Click here and select date from the drop-down arrow] | | | **Division:**  (Check one) | **BSS  BUS  FA  HSA  HUM  ITEC LLR  MATH  NSC** | | | | |
| **Program:** | | | **Click here to enter Program Name.** | | | | | | | | |
| **Course No.:** | | | **Click here to enter Course No.** | | | **Course Title:** | **Click here to enter Course Name.** | | | | |
| **Contact Person:** | | | Click here to enter Contact Person. | | | | | | | | |
| **New Course  Reactivation** | | | | | | | | | | | |
| **SLO No.** | | **SLO Title** | | | **SLO Statement** | | | | **SLO Assessment Timelines**  **(Semester & Year)** | | **SLO-to-PLO Alignment** |
| **1** | | Click here to enter Course SLO #1 Title. | | | Click here to enter Course SLO #1 Statement. | | | | Click here to enter Assessment Timelines for this SLO.  *(Enter at least 2 semesters.)* | | Click here to enter the PLO number(s) that this SLO statement aligns with.\* |
| **2** | | Click here to enter Course SLO #2 Title. | | | Click here to enter Course SLO #2 Statement. | | | | Click here to enter Assessment Timelines for this SLO.  *(Enter at least 2 semesters.)* | | Click here to enter the PLO number(s) that this SLO statement aligns with.\* |
| **3** | | Click here to enter Course SLO #3 Title. | | | Click here to enter Course SLO #3 Statement. | | | | Click here to enter Assessment Timelines for this SLO.  *(Enter at least 2 semesters.)* | | Click here to enter the PLO number(s) that this SLO statement aligns with.\* |
|  | | If there is an SLO #4, enter **4** on the left column and enter Course SLO #4 Title here.  If there is no SLO #4, click here and press DELETE. | | | If there is an SLO #4, click here to enter Course SLO #4 Statement.  If there is no SLO #4, click here and press DELETE. | | | | Click here to enter Assessment Timelines for this SLO.  *(Enter at least 2 semesters.)*  If there is no SLO #4, click here and press DELETE. | | Click here to enter the PLO number(s) that this SLO statement aligns with.\*  If there is no SLO #4, click here and press DELETE. |
| ***Notes:***   1. *If more than 4 SLOs are needed (6 is the maximum), please contact Facilitator and Coordinators for an adapted form.* 2. *If less than 3 SLOs are provided, it will need to be approved by the SLO Coordinators and Associate Dean of Academic Affairs. Please enter your justification below for consideration.*   ***JUSTIFICATION FOR HAVING LESS THAN 3 SLOs:*** | | | | | | | | | | | |
| Click here to enter justification statement. | | | | | | | | | | |
| ***\*SLO-to-PLO Alignment:***  *Enter the PLO number(s) that the SLO aligns with if the SLO is a major focus or an important part**of the course/program, if direct instruction or some direct instruction is provided, and if students are evaluated multiple times (and possibly in various ways) throughout the course or are evaluated on the concepts once or twice within the course.*  *DO NOT align with a PLO if SLO is a minor focus of the course/program and some instruction is given in the area but students are not formally evaluated on the concepts; or if the SLO is minimally or not at all part of the course/program.* | | | | | | | | | | | |
| **Faculty Consulted:** | | | | Click here to enter name(s) of faculty members consulted. | | | | | | | |
| **Reviewed & Approved by Facilitator:** | | | | Click here to enter Division Facilitator name. | | | | **Approval Date:** | | Click here and select date from the drop-down arrow. | |
| **Dean’s Approval:** | | | | Click here to enter Dean or Associate Dean’s name. | | | | **Approval Date:** | | Click here and select date from the drop-down arrow. | |
| **Reviewed & Approved by SLO Coordinator:** | | | | Click here to enter SLO/PLO Coordinator name. | | | | **Approval Date:** | | Click here and select date from the drop-down arrow. | |
| **Reviewed & Approved by Curriculum Rep** | | | | Click here to enter the Curriculum Rep’s name. | | | | **Approval Date:** | | Click here and select date from the drop-down arrow. | |
| **CCC Approval Date:** | | | | Click here and select date from the drop-down arrow. | | | | **Effective Date:** | | Click here and select date from the drop-down arrow. | |
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| **Guide for Faculty and Facilitator** | | |
| ***Aspects of a Strong SLO Statement:*** | **YES** | **NO** |
| 1. Do all the outcomes address Student Learning? |  |  |
| 1. Are the SLOs written as outcomes rather than an objective (does the language indicate an important overarching concept vs. small lessons)? |  |  |
| 1. Do the SLOs address one specific outcome or is it too broad in scope? |  |  |
| 1. Do the SLOs use active verbs (Bloom’s Taxonomy) to describe the outcome? |  |  |
| 1. Are the expected outcomes tangible and measurable? |  |  |
| 6. Do the statements link to a PLO? |  |  |
| 7. Will the students understand the SLO? |  |  |

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| **This Section For SLO Admin Use Only** | | | | | | | | | | | | |
| **New Course entered in Nuventive**: | | | **YES** | **NO** | **Date entered in Nuventive:** | | | | Click here and select date from the drop-down arrow | | | |
| **SLO No., Title and Statement entered in Nuventive:** | | | **YES** | **NO** | **Date entered in Nuventive:** | | | | Click here and select date from the drop-down arrow | | | |
| **SLO Status marked “Active” in Nuventive:** | | | **YES** | **NO** | **SLO Assessment Timelines entered in Nuventive:** | | | | | | **YES** | **NO** |
| **New SLO Input Date entered in Nuventive (Input Date is same as Dean’s Approval):** | | | | | | | | | | | **YES** | **NO** |
| **SLO-to-PLO Alignment entered in Nuventive (Mapping):** | | | | | | | | | | | **YES** | **NO** |
| **ALIGNMENT GRID:** | | | | | | | | | | | | |
| **New Course SLO Statements Added:** | **YES** | **NO** | **New Course SLO-to-PLO Alignments Added:** | | | **YES** | **NO** | Alignment Grid **Revision Date:** | | Click here and select date from the drop-down arrow | | |