

Task 1: Write SLOs

Goal: To complete writing SLO's for all active courses in each department by Dec. 1, 2009

Prepare:

- Review the tally sheet to identify courses that do not have SLOs (available in the division's SLOAC binder)
- Use the ECMS system <http://ecms.deanza.edu/deptoutlinespublic.html> to access course outlines.
- Review the "Guide to Writing SLOs" (see copy in the SLOAC binder) to assist your department in writing SLOs for each course. (This is also available on the SLO website <http://www.deanza.edu/slo> .
- If faculty need more background information, please review the SLO website <http://www.deanza.edu/slo>. There are also many colleagues in your division who have been trained in writing outcomes and can serve as resource persons.

Write:

- Divide into groups if necessary, based on who has taught the course needing SLOs, and choose a group recorder & facilitator.
- Based on the content of the Course Outline of Record, with your colleagues, discuss and create 1-3 appropriate outcomes for the course.
- Use the "Writing Student Learning Outcomes Worksheet for note taking, so your department has a record of your discussion.

Final Steps:

- Once your group has agreed upon outcomes for the course, a team leader should enter the information on the electronic recording form (sample in the binder).
- The electronic form is available for download at www.deanza.edu/slo The completed form should be sent via email to outcomes@deanza.edu with a cc to your dean.

Please try to write outcomes statements for as many courses in your department today. However, if you do not complete this task, please schedule enough department meetings during the Fall 2009 quarter to accomplish the goal of having all SLO's written, recorded and submitted for all courses in your department by December 1, 2009.