

*Evaluation of Program Outcomes
Learning Assessment - Student Learning Outcomes
AY 2024-2025*

Student Success Area:

Dean:

AY 2024-25 Improvement Goal:

Cycle – Fall 2024 – Summer 2025	Measure: Marketable Skill Identified	Target (Expected Outcome): Threshold of acceptability	Marketable Skill Goal (1.b)	SLO Marketable Skills Report by Area % Meets/Exceeds	Did the department meet the goal?
Fall 2024		70% + Meets/Exceeds			
Spring 2025		70% + Meets/Exceeds			
Summer 2025		70% + Meets/Exceeds			

AY 25-26: GOAL (To begin FALL 2025):

Target: From: **to:**

AY 2024-2025 Report (Fall SAC SCORES -Reflecting on AY 2024-2025 and Planning for AY 2025-2026)

Finding/Analysis

Action Plan:

Describe Improvement/Action Plan:

Academic Year 2024-2025 - SAC Scores Report Form*Led by Coordinator/DAR (Send Completed Copy to Chair) Typed Response Required**Resource links identified in blue (depending on your settings, resources may populate or appear in your 'Downloads' file)***Student Success Area****Chair****Department Assessment Lead****Reporting Period(s):**

Submitting forms:

Learning Assessment Reflection (this form)

1. Review form to ensure you have completed all sections.
 - *****IMPORTANT NOTE*****: This form **MUST BE SUBMITTED AS FILLED PDF**. Other formats (ex Scanned, printed, altered PDF) will be returned to be **RESUBMITTED** as fillable PDF.
2. This document **MUST** be saved with the following name format:
 - **DEPARTMENT-SEMESTER-LA1_SAC Scores-Reflection AY24-25**
3. **Send this form to your Dean for review.**
 - **Mid-Year (Spring SAC Scores) Dean Review**, no signature required. Lead go to step 4.
 - **Year-End (Fall SAC Scores) Dean Review AND Dean signature required.** Dean go to step 4.
4. Upload the file to SAC Scores File Upload page.
 - Directions on SAC Scores web page: www.alamo.edu/sac/sac-scores
5. Ensure you select "LA 1" as the File Type. Use the 4 letter SAC rubric selected above when loading.

Unit/Department Meeting:

Meet with the staff in your department to discuss Learning Assessments and Student Learning Outcomes (SLOs) specific to your department.

During the meeting review:

- San Antonio College Marketable Skills & Focus Areas
- SLOs for your department and ensure all staff understand them
- Any changes that will be implemented from the Learning Assessment Validation Recommendation Form
- Reporting / Measurement of these SLOs (data that will be entered into eLumen)
- Progress on improving based on the metrics that will be entered into eLumen for reporting) for improvement in the next semester

Meeting

Note the date that the entire unit/department met to discuss the SAC Scores Learning Assessment deliverables findings.

Spring SAC Scores:**Fall SAC Scores:**

Context Student Learning Outcomes Report

GOAL: Reflect on Past and Current CSLOs to Promote Improvement

Resources: SLO Performance By Dept., Course, CSLO Report

Additional
Coordinator
Instructions



LA 1

SPRING SAC Scores - Review Fall2024

- **Complete if you Reported:** By Semesters (Fall), By AY Fall
- **Enter "Not a reporting cycle" if you reported:** AY Spring, AY Summer

1. **Review, report, and update PAST CSLO Action Plans (in eLumen or Strategic Plan)**
 - Report whether the SLO(s) improved, remained the same, or decreased.
 - Did you meet your improvement target for the identified CSLO(s)?
 - If you did not meet your target, what additional actions would you take to improve the CSLO(s)?
2. **Looking at the CURRENT CSLO report, did any CSLO fall below 70%?**
 - Identify CSLO(s) that were below 70%. **(If all are above 70%, select at least one CSLO to improve.)**
 - Detail what action you will take to increase achievement for the CSLO(s) identified. *Also document it in eLumen and/or Strategic Plan*

FALL SAC Scores - Review Spring2025 & Summer2025

- **Complete if you Reported:** By Semester (Spring | Summer), By AY (Spring | Summer)
 - **Enter "Not a reporting cycle" if you reported:** AY Fall
- As a Department team:- Reflect & respond in box below**
Review and analyze the **SPRING & SUMMER**--SLO Performance--Dept., Course, CSLO report.

1. **Review, report, and update PAST CSLO Action Plans (in eLumen or Strategic Plan)**
 - Report whether the SLO(s) improved, remained the same, or decreased.
 - Did you meet your improvement target for the identified CSLO(s)?
 - If you did not meet your target, what additional actions would you take to improve the CSLO(s)?
2. **Looking at the CURRENT CSLO report, did any CSLO fall below 70%?**
 - Identify CSLO(s) that were below 70%. **(If all are above 70%, select at least one CSLO to improve.)**
 - Detail what action you will take to increase achievement for the CSLO(s) identified. *Also document it in eLumen and/or Strategic Plan*

Evaluation of Program Outcomes: Marketable Skills (ISLOs)

Coordinators: Department Meeting Preparation

Access and have available the following report(s)/document(s) by clicking on the links:

- LA1 AY 23-24 Reflection Form (Fall SAC Scores Form) Note: You can locate your submission on the SAC Scores file submission page.
- [SLO Marketable Skills Report by SS Area](#) Note: After opening the Excel documents, you will need to find your Area Tab at the bottom.

Department Meeting TASKS

Use SLO Marketable Skills by SS AREA Report & the last AY LA1 Reflection form(23-24):

1. Reviewing the LA1 Reflection Form (pg. 6):
 - a. What was the identified Marketable Skill? (ex. Leadership)
 - b. What was the identified Marketable Skill goal? (ex. From 87% to 90%)

Reviewing the SLO Marketable Skills Report by SS Area: Using

Table 1 below: **Column B**

- c. For Fall2024: Enter % information (calculate exact total of exceeds and meets columns) into the column field in Table 1 for "SLO Marketable Skills Report by SS Area" for the Marketable Skill identified above in 1.a.

Column B

Cycle – Fall 2024 – Summer 2025	Measure: Marketable Skill Identified	Target (Expected Outcome): Threshold of acceptability	Marketable Skill Goal (1.b)	SLO Marketable Skills Report by SS Area % Meets/Exceeds	Are you on track to meet your Marketable Skill goal for this Academic Year at the cycle <u>Mid-Year</u> ?
Fall 2024		70% + Meets/Exceeds			

DEAN: Completion - Review of AY 24-25 MID-YEAR - Learning Assessment Reflection Form:

Review the form MID-YEAR fields to ensure it has been completed in its entirety. Enter feedback below:

Discuss the contents with the department and share feedback and/or kudos.

Return to department lead/director with notes if corrections are needed.

Evaluation of Program Outcomes: Marketable Skills (ISLOs)

GOAL: Reflect on Past and Current Marketable Skill Alignment to Promote Improvement

Coordinators: Department Meeting Preparation

Access and have available the following report(s) by clicking on the links:

- [SLO Marketable Skills Report by Area](#) Note: After opening the Excel documents, you will need to find your Area Tab at the bottom.

Department Meeting TASKS

From the *SLO Marketable Skills by Department Report & the AY (23-24) LA1 Reflection Form*:

- Marketable Skill identified
- Marketable Skill GOAL identified

Reviewing the *SLO Marketable Skills Report by Area*:

Using Table 1 below: **Column B**

- For each cycle period (Summer2025/Spring2025/Fall2024): Enter % information (calculate exact total of exceeds and meets columns) into the column field in Table 1 for "SLO Marketable Skills Report by Area" for the Marketable Skill identified above in **1.a**.

Column B

Cycle – Fall 2024 – Summer 2025	Measure: Marketable Skill Identified	Target (Expected Outcome): Threshold of acceptability	Marketable Skill Goal (1.b)	SLO Marketable Skills Report by Area % Meets/Exceeds	Did the department meet the goal?
Fall 2024		70% + Meets/Exceeds			
Spring 2025		70% + Meets/Exceeds			
Summer 2025		70% + Meets/Exceeds			

Review *Marketable Skills by Student Services Report (all services)*:

[Marketable Skill Student Services Report](#)

- Reflection (No action required)

Review Program(s) your Area Aligns to in the *Marketable Skill by Student Services Report (different from the the Marketable Skills Report by Area*

AY 2024-2025 Report

(Fall SAC SCORES -Reflecting on AY 2024-2025 and Planning for AY 2025-2026)

Question 1

Finding/Analysis:

Refer to the data in Table on pg. 4

Did the Area achieve or not achieve the intended goal?

What specifically did your review and analysis show regarding the progress made toward achieving or improving the expected outcome for the identified Marketable Skill?

Question 2

Action Plan

(Copy and paste from the AY 23-24 (Fall SAC Scores) LA1 Reflection Form, pg 6, section 'Identify Action Plan'.

OR if the Area's form, page 6, is BLANK or insufficient in detail, answer the following questions:

(Refer to the data in Table 1 on page 4)

*What specifically did the review and analysis show regarding the **identified Measure (Marketable Skill)** that will require extra attention, i.e., what opportunities for improvement (OFIs) were identified, **and** how might the department best address them? What specific actions did the department take to advance the progress on attaining the most recently set GOAL for the identified Marketable Skill?*

Question 3

Describe UPDATED Improvement/Action Plan (Refer to the data in Table 1 on page 4):

Are there any additional actions needed to accomplish the previously set goal?

AY 25-26 IMPROVEMENT GOAL

Program Outcomes Continuous Improvement

Identify Marketable Skill for Continuous Improvement

From the drop-down box below, select the below Marketable Skill, identified by the College, to track improvement efforts in this AY cycle.

Note: *If your department does NOT map to the College identified Marketable Skills identified for this cycle year, review your Marketable Skills outcomes report and select your lowest performing Marketable Skill*

College Cycle Identified Marketable Skill:

Communication

Identify Goal:

Review your Marketable Skills by Area report for the Marketable Skill selected above.

List Current combined total of %Exceeds and %Meets for most recent semester:

Determine new AY Achievement goal. Enter it in the box :

Note:

- *If Marketable Skill is below 70%, goal needs to be at least 70%*
- *If Marketable Skill is above 70%, goal is to increase 2%*

Identify Action Plan:

What action plans will you put in place to achieve this improvement goal?

Dean: Completion - Review of AY 24-25 YEAR END - Learning Assessment Reflection Form:

Review the form to ensure it has been completed in its entirety. Enter feedback below:

Discuss the contents with the department and share feedback and/or kudos.

If there are corrections needed, send it to the lead before signing:

When all corrections are complete and the form is FINAL, enter your electronic signature:

Department Chair Form Approval

Save and Upload this form to SAC Scores File Upload page. Directions on SAC Scores web page: www.alamo.edu/sac/sac-scores Ensure you select "LA 1" as the File Type