

Processes for SLO Creation, Review and/or Revision and Submission for Approval/Adoption

Creation of New SLOs

SLOs are created when:

- a new course or program is proposed, or
- an additional SLO is created for addition to existing SLOs within a course or program.

Review of SLOs

SLOs must be reviewed by discipline faculty. Review of SLOs can be done at any time but usually happen:

- as part of the course and program review process/cycle
- when revising a COR or Program
- when making substantive changes to non-instructional student-focused services.

Reviews of courses and SLOs trigger the following actions:

- No Change to SLOs with no change or minor changes to COR – No submission to SLOASC is required.
- Revision of SLO with or without changes to COR – submission of COR and SLO to SLOASC is required.
- Addition of New SLO

Revising existing SLOs

The review process sometimes indicates a need to change the existing SLOs. The revision process is specific.

- Design the new language for the SLO (*see* Steps for Creating or Revising the Language of SLOs).
- On the current COR or program goals and objectives - Strikethrough the SLO being changed. DON NOT DELETE!
- In **bold** and underline, write the revised SLO in the location it should be placed on the COR or program description.
- Send the revised document(s) to the Chair of SLOASC.
- Submit COR or program description to Curriculum & GE after SLOASC approves the revision.

NOTE: Revisions to SLO/PSLO are *not* final until the curriculum approval process is completed.

Steps for Creating New or Revising the Language of SLOs:

1. Refer to the Course Outline of Record's Learning Objectives
2. Design the SLO(s):
 - SLOs are things the student can do *upon completing the course*. Use higher order skills from Bloom's taxonomy or any other taxonomy. Stick to the most valuable/useful knowledge, skills, and attitudes students are expected to use *after they succeeded* in the course. A maximum of three (3) learning outcomes is suggested as each SLO must be assessed and evaluated regularly. Use the learning domains (cognitive, affective, psychomotor, cultural) appropriate to the content of the course.
 - Words like "know" and "understand" are too vague to measure. Don't use them. For assessment of student attainment, it helps to think of the Missouri state motto "Show me".

In other words, what do you need to see (observe) or hear or read *from the student*? Below are two (2) questions that many people find helpful when writing SLOs. Be sure to write down your answers!

- “What was the one (or more) most valuable thing I learned from this course (or a similar course) when I was starting out?” [SLO] Write down your answer; then ask yourself a follow-up question.
- “What did I do differently *because* I knew that one (or more) thing?” [Assessment].

3. Create assessment examples.

- Write broad *examples of assignments/assessments* that are appropriate for measuring student attainment of each SLO.

Submission of SLOs for Review/Approval

When do SLOs have to be sent to the SLO Assessment Steering Committee (SLOASC)?

The curriculum process requires that SLOs and PSLOs be reviewed and approved by SLOASC before submission to the Curriculum and GE Committee. Recognizing this requirement maybe redundant in some cases, SLOASC has established automatic approval for some circumstances. The table below shows when SLOASC must review and take action on SLOs.

Required SLOASC Submission:

	SLO - No change	SLO Revision	SLO Addition	SLO Removal
No COR revision	No	Yes	Yes	Yes
Minor, non-substantive COR revision	No	Yes	Yes	Yes
Substantive COR revision	Yes	Yes	Yes	Yes
Program review, no revision	No	Yes	Yes	Yes
Program review, non-substantive revision	No	Yes	Yes	Yes
Program review, substantive revision	Yes	Yes	Yes	Yes
New COR or New Program			Yes	

No – Indicates *continued existing SLOASC recommendation of approval* for SLO

Yes – Indicates SLOASC approval is needed before submission to Curr & GE processes.

How to Submit SLOs to SLO Assessment Steering Committee (SLOASC) for Action

For courses – Email the Chair of SLOASC with the COR. Attach the COR showing the SLOs. State whether the SLOs are modified (include original SLOs for comparison – use strikethrough for delete and **bold** for changed/new).

For programs – Send the Program application Program Goals and Objectives *and* the CORs for courses included in the major or certificate, to the Chair of SLOASC. State whether the PSLOs are modified (include original PSLOs for comparison – use strikethrough for delete and **bold** for changed/new).

Placement of SLOs on COR

SLOs are placed on the COR immediately below Course Objectives.

GE-LOs are placed on the COR immediately after CSLOs and before Course Content.

Placement of PSLOs in the Program Description

PSLOs are placed under *Item 1. Program Goals and Objectives Goals* in the program application packet (found online under Office of Instruction/Curriculum).