

## **HHLPS Department SLO Assessment Instructions**

All faculty must include the Course SLO in all course Syllabi every semester. All of our SLOs are housed in ECD.

Here are the directions for finding the course SLO:

- 1) go to ECD <http://ecd.laccd.edu/>
- 2) click "Find a course"
- 3) from the Campus drop down menu, select "Valley". Make your selection from the Subject Name drop down menu. Click "View Results"
- 4) find your course, and click on "Click Here" in the far right column.
- 5) click on "Section VIII" (addendum documents) on the far right of the screen.
- 6) click on "View it" to the right of the SLO Addendum

When you are notified that a course that you teach is to be assessed, make sure to incorporate the SLO assessment into your grading plan for the semester. Here is a reminder of the guidelines for the SLO Assessment:

SLO Assessment Instructions:

- Two weeks before the due date distribute the assignment to students.
- Instruct the students that the essay should be at least five pages, typed, double-spaced and font 12.
- The essays should be due sometime in the last three weeks of the semester. The SLO assessment must be worth points (cannot be extra credit or voluntary).
- You will be using an assessment rubric. You will be submitting your scores by using Elumen. If you are not familiar with Elumen, there will be ongoing training available.

Information on Elumen:

<http://www.lavc.edu/Committees-Workgroups/outcomes/eLumen.aspx>

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