

Columbia College SLO Planning Chart – Spring 2006 – Fall 2007

Original Adopted by Columbia College Council April 7, 2006

Revised 11/09/07 -- shaded areas designate completion.

(Note: areas are designated as Group, Unit and Department based on EMP structure to align with this document)

Activities:	Due Dates	Responsible Person(s)
1. Establish Action Plan	March 2, 2006	Work Group
2. Set timelines <ul style="list-style-type: none"> • Initial sharing with group and unit leaders • College Council • Unit level personnel 	March 9, 2006 ASAP March 17, 2006 By March 31, 2006	Work Group VP Kathy Schultz VP, COO, Deans
3. Solicit and identify training needs for: <ul style="list-style-type: none"> a. beginners on the how to b. support for early adopters doers next steps 	March 9, 2006	Work Group
4. Gather models and put them into some kind of package that can be used during the trainings and/or given to anyone who is ready to start working on SLOs for their area.	By April 21 st	Micha, Dennis Kathy Schultz, Kathy Sullivan, Cass Larkin and Marnie Shively
5. Create workshop topics to provide training <ul style="list-style-type: none"> a. Offer SLO topic presentations at least one Friday each month b. requests for training could be first few topics c. then open-ended for future requests d. conduct continual evaluation and feedback 	by April 15 th	Work Group
6. Publish the training list as part of Staff Development Plan	By June 15 th	Carolyn

a. Research outside trainers for advanced training	June 30	Gary
7. Create a website for the documentation process (in preparation for site visit)	June 15	Kathy Schultz
8. Start SLO development by department: a. In-service meeting (Dennis) i. tone setting presentation to College	August 24	Group Leaders
b. Breakout sessions i. <i>The Big Picture</i> – the SLOAC presentation -- Kathy Schultz and either Lynn Martin or Micha Miller ii. <i>Taking Stock</i> – Kathy Sullivan and Dennis Gervin iii. <i>Ready, Set Write</i> – Patricia Harrelson and Gary Mendenhall iv. <i>Models</i> – Marnie Shively/Cass Larkin and Jerry Hodge		Group Leaders
c. Unit meetings for development activities i. Division meeting devote significant time, possible breakouts as departments	August 25	Unit Leaders
9. Workshops: Multiple Topic Workshop, 1) Existing Resources, 2) SLO for Dummies and 3) Writing in Groups. Service Group Collaboration Connecting Dept/Pgm to College-wide SLO's	September 22, 2006 September 29, 2006 October 27, 2006	Work Group Members
10. Draft & send out memo on file naming convention for on-line organization of data being submitted (The memo should be sent in multiple forms of delivery, hardcopy & email)	November 7, 2006	Dennis Gervin

11. Complete rough draft summary (narrative, statistical Accreditation response), disseminate to Work Group for review & comment	November 9, 2006	Dennis Gervin
12. Progress meeting for SLO Work Group	September 28 and November 16	Work Group
13. Develop a directory structure for electronic storage of native documents	November 2006	Dennis Gervin
14. Report to Group Level on progress made	December 15, 2006	Dept>Unit>Group
15. SLO the assessment focus at In-service Day a. submit topics to Staff Development Committee	January 4 and 5, 2007	Work Group
16. Spring SLO Workshops	February 15, 2007 February 26, 2007	Work Group
17. Progress meetings for SLO Work Group	January 25 and March 15, 2007	Work Group
18. Report on SLO progress by levels	April 1, 2007	Dept>Unit>Group
19. AACJC SLO Report due	April 30, 2007	Gervin
20. Report received from each department, unit and group that provides evidence of: a. active involvement b. progress made on their models c. relates progress to Cycle	May 2007	Dept>Unit>Group
21. Collate and analyze data received in #20 above	Summer 2007	Researcher
22. Investigate district research support	August 1, 2007	Gervin and Mical
23. Follow-up Knowledge Survey	August 2007	Task Force Participants Take to Division Meetings and Distribute
24. Look at Feedback and ID Key Groups	September Meeting	Workgroup
25. Compose report on College SLOs progress (for Accreditation Team)	Fall 2007	Gervin

26. Continue Monthly SLO Meetings	Sept. 13, Oct. 25, Dec. 6	Workgroup
27. Workshops, training & support for key areas (2 days)	Sept. 27	Workgroup
28. Take Accreditation report to Board for approval (Response to recommendation from Accrediting Team)	September 2007	President
29. Regional Group Trainings coming up??	November 2007	
30. Review and begin plan to implement any new accreditation recommendations	January, 2008	Workgroup