

**II.A.3. The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline.**

#### **Evidence of Meeting the Standard**

Moorpark College has identified student learning outcomes (SLOs) at the program-level and course-level for all certificate and degree programs. The course learning outcomes (CLOs) are included in the course outline of record (COR) (II.A.3.01, II.A.3.02). The CLOs are entered and updated in the COR electronically through CourseLeaf (II.A.3.03). The COR along with the CLOs are assessed at the Technical Review Workgroup at least every five years for all courses and every two years for career technical education (CTE) courses with CORs approved by the Curriculum Committee (II.A.3.04, II.A.3.05).

The Student Learning Outcomes Committee was approved by Academic Senate as a College Standing Committee in Spring 2014 (II.A.3.06). The charter of this committee is to promote campus-wide understanding and integration of SLOs into college processes to enhance institutional effectiveness and the continuous improvement of student learning (II.A.3.07). The SLO Coordinator and the Moorpark College Student Learning Outcomes Handbook are resources to assist faculty with writing and assessing SLOs (II.A.3.08).

A course syllabus is provided to students for each section they are enrolled on the first day of classes. The syllabus includes the SLOs that have been approved by the Curriculum Committee (II.A.3.09, II.A.3.10, II.A.3.11). Faculty evaluations occur once every three years after faculty complete their probationary period. During the faculty evaluation process, course syllabi are reviewed to ensure that the CLOs included are consistent to the ones written in the CORs in CourseLeaf (II.A.3.12).

The assessment and analysis of data from the CLOs had been documented in the TracDat system. However, in Fall 2019, eLumen was approved as the system to collect data on CLOs every semester for each course section. This software can disaggregate data in addition to linking the CLOs to the program learning outcomes (PLOs) and the General Education Learning Outcomes (GELOs) (II.A.3.13). Until the transition to eLumen is complete in Spring of 2022, the analysis of SLO data and the action plan based on the results are documented in the Nuventive/Tableau system. This is done during the annual program planning and review process every fall semester for each discipline (II.A.3.14).

#### **Analysis and Evaluation**

The College has processes in place and resources available to identify and regularly assess student learning outcomes. Committee structures are established to provide guidance on the integration of SLOs to support continuous quality improvement to promote student learning. The SLO Coordinator and other resources are available for assistance in the development, revision, and assessment of SLOs. Students are informed of the SLOs for each of their course sections, since they are written in course syllabi. Systems, such as CourseLeaf and eLumen are utilized regularly to review, track, and collect data on SLOs for analyses.

## Evidence

- II.A.3.01 AP 4020 Curriculum Development
- II.A.3.02 Sample COR with CLO
- II.A.3.03 Curriculum Submission Guide for CourseLeaf
- II.A.3.04 Moorpark College Curriculum Review Schedule 2020-2025
- II.A.3.05 Course Flow Chart
- II.A.3.06 Academic Senate Minutes 20140121
- II.A.3.07 The Moorpark College Participatory Governance Handbook 2020-2025 p.21
- II.A.3.08 Student Learning Outcomes at Moorpark College Faculty Handbook 2020-2021
- II.A.3.09 Moorpark College Faculty Handbook Fall 2016 p.19
- II.A.3.10 Fall 2021 Division Welcome Letter p.4
- II.A.3.11 Sample Course Syllabus
- II.A.3.12 Sample Faculty Evaluation
- II.A.3.13 Academic Senate Minutes 20191119
- II.A.3.14 Snapshot of Strategic Direction 1: Student-Centered Curriculum Questions

### Welcome letter for including SLOs in syllabi

#### POSSIBLE SOURCES OF EVIDENCE:

Approved course outlines of record, which contain student learning outcomes and perhaps suggested assessment methods in broad terms;

Documentation of a regular cycle of learning outcomes assessment for courses and programs—with workflow, timelines, and persons responsible;

Program review reports that contain assessment results/data and analysis;

**15 In preparation for the peer review visit, the institution should identify a random sampling of 5% of active courses for review.** Peer reviewers on the visiting team will review officially

approved course outlines of record (CORs) and syllabi for these courses to ensure they contain student learning outcomes (SLOs) and to ensure that the SLOs in the syllabi match the SLOs in the CORs.

Standard II.A: Review Criteria and Possible Sources of Evidence 47

Sample assessment instruments and results from courses or programs;

Written instructions or a template that guides faculty to include student learning outcomes among the course information on a syllabus;

Syllabi from courses in a broad range of programs and disciplines, all containing SLOs that match the SLOs in the approved course outlines of record;

Documentation of a regular process for review of syllabi—with timelines and persons responsible—to ensure syllabi contain accurate course information, including course SLOs; And/or other documents that demonstrate the institution is aligned with this Standard.

#### REVIEW CRITERIA:

- The institution has established a procedure for identifying student learning outcomes for courses, programs, certificates, and degrees.
- Student learning outcomes are in place for the institution's courses, programs, certificates

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and degrees.

- All faculty regularly assess learning outcomes in courses and programs.
- Current, officially approved course outlines include student learning outcomes.
- All syllabi include student learning outcomes as listed on the officially approved course outlines.
- Learning outcomes for courses and programs offered as DE/CE match the learning outcomes for the same courses and programs when taught in traditional mode.
- Institutions have structures in place to verify all students receive a course syllabus.