

Student Service Outcomes (SSO)

Student Service Outcomes (SSO) are kept both in the Moorpark College catalog as well as in an Excel Spreadsheet in the Dean of Institutional Effectiveness' SharePoint cloud storage. Every year, student service faculty, aided by the Department of Institutional Effectiveness gather outcomes data mostly through surveys collected in Qualtrics. By the end of the spring semester, service faculty reflect on the results and write analyses, kept in an Excel spreadsheet, stored on SharePoint.

Assessment Analysis and Reflection Cycle

The following table describes the assessment cycle at Moorpark College and includes who is involved when each stage of the cycle occurs. Every year by May 1st, faculty must review and analyze 20% of their courses and 100% of degrees and certificates in their discipline. Over five years, all courses will be reviewed. Assessment data from each academic year is kept in [dashboards in Tableau](#). Analysis data is kept in a SharePoint spreadsheet with the Division of Institutional Effectiveness. Every spring semester, lead discipline faculty have the option to meet with the SLO Coordinator and the Dean of Institutional Effectiveness to complete this process.

When	Tasks	Personnel Involved:			
		All Faculty	Faculty Chairs or Designee	Division of Institutional Effectiveness	SLO Coordinator
Year-round	Checking SLO Language				X
Week 6 (8-week classes)	Upload Semester data (Courses and Rosters) to eLumen			X	
Week 8 (8-week classes)	Create and distribute Assessments in eLumen			X	X
Week 10	Upload Semester data (Courses and Rosters) to eLumen			X	
Week 12	Create and distribute Assessments in eLumen			X	X
Finals week	Gathering CLO Assessment data	X	X		X
Spring semester	Preparing Reports and Tableau Dashboards			X	X
Spring semester	Checking PLO and ILO Mapping		X		X
May 1st	Writing Reflection and Analysis		X		

