

SLOA Checklist – Workshop Week, SP15



1. Check Outcomes Assessment page of HCC Website (http://www.hagerstowncc.edu/academics/outcomes-assessment) to verify that your most recent documents are posted for:	
a) Master Syllabi	
b) COG (with data and results)	
c) Curriculum Map	
d) POG (with data and results)	
2. POG (see pages 11-12 of SLOA Guidebook for detailed instructions)	
a) Program name, date, faculty members	
b) Expected Student Learning Outcomes (should match Master Syllabus)	
c) Assessment tools used (provide test questions used, rubrics, etc.)	
d) Validation	
e) Results – attach data and/or include a summary of the results from the data collected	
f) Follow up – how you used the data, changes you made or plan to make, etc.	
g) Budget Justification	
3. Curriculum Map (see instructions on Appendix B of SLOA Guidebook)	
4. Verify that Master Syllabi for your courses are updated. See page 17 for more details. Master Syllabi should include the following:	
a) Course name, description, instructor(s), textbook	
b) Student Learning Outcomes	
c) General Education Student Learning Outcomes (if applicable)	
d) Minimum clock hours for all formats for which the course is offered (face-to-face, online, hybrid)	

5. Verify that COGS are updated and include data and results. See pages 19-20 for detailed instructions. All COGs should include the following:	
a) Course name, date, faculty members	
b) Expected Student Learning Outcomes (should match Master Syllabus)	
c) Assessment tools used (provide test questions used, rubrics, etc.)	
d) Validation	
e) Results – attach data and/or include a summary of the results from the data collected	
f) Follow up – how you used the data, changes you made or plan to make, etc.	
g) Budget Justification	
6. E-mail updates/changes to your division chair/director or to sloa@hagerstowncc.edu	

How often should these tasks be completed?

Verify website documents	Every semester
Master Syllabi	Every 3 years according to cycle, or when changes are made
COG	Collect data every semester, complete COG as required by division
Gen Ed	Collect data every semester, report to Division Chair/Director as required by division
POG	Every 3 years according to cycle, or when changes are made

Have questions or need help?

Email sloa@hagerstowncc.edu or contact Linda Cornwell in the Fletcher Center to request additional training or resources.