



Evaluation of Program Outcomes  
Learning Assessment - Student Learning Outcomes  
AY 2023-2024

Student Success Area:

Dean:

AY 2022-23 Improvement Goal:

Cycle – Fall 2023 – Summer 2024	Measure: Marketable Skill Identified	Target (Expected Outcome): Threshold of acceptability	Marketable Skill Goal (1.b)	SLO Marketable Skills Report by Area  % Meets/Exceeds	Did the department meet the goal?
Fall 2023		70% + Meets/Exceeds			
Spring 2024		70% + Meets/Exceeds			
Summer 2024		70% + Meets/Exceeds			

AY 24-25: GOAL (To begin FALL 2024):

Target: From:                      to:

AY 2023-2024 Report (Fall SAC SCORES -Reflecting on AY 2023-2024 and Planning for AY 2024-2025)

Finding/Analysis

Action Plan:

Describe Improvement/Action Plan:

**Academic Year 2023-2024 - SAC Scores Report Form**

*Led by Coordinator/DAR (Send Completed Copy to Chair) Typed Response Required*  
*Resource links identified in blue (depending on your settings, resources may populate or appear in your 'Downloads' file*

**Student Success Area**

**Chair**

**Department Assessment Lead**

**Reporting Period(s):**

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**Submitting forms:**

Learning Assessment Reflection (this form)

1. Review form to ensure you have completed all sections.
  - **\*\*\*IMPORTANT NOTE\*\*\***: This form **MUST BE SUBMITTED AS FILLED PDF**. Other formats (ex Scanned, printed, altered PDF) will be returned to be **RESUBMITTED** as fillable PDF.
2. This document **MUST** be saved with the following name format:
  - **DEPARTMENT-SEMESTER-LA1\_SAC Scores-Reflection AY23-24**
3. **Send this form to your Dean for review.**
  - **Mid-Year (Spring SAC Scores) Dean Review, no signature required. Lead go to step 4.**
  - **Year-End (Fall SAC Scores) Dean Review AND Dean signature required. Dean go to step 4.**
4. Upload the file to SAC Scores File Upload page.
  - Directions on SAC Scores web page: [www.alamo.edu/sac/sac-scores](http://www.alamo.edu/sac/sac-scores)
5. Ensure you select "LA 1" as the File Type. Use the 4 letter SAC rubric selected above when loading.

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***Unit/Department Meeting:***

**Meet with the staff in your department to discuss Learning Assessments and Student Learning Outcomes (SLOs) specific to your department.**

**During the meeting review:**

- San Antonio College Marketable Skills & Focus Areas
- SLOs for your department and ensure all staff understand them
- Any changes that will be implemented from the Learning Assessment Validation Recommendation Form
- Reporting / Measurement of these SLOs (data that will be entered into eLumen)
- Progress on improving based on the metrics that will be entered into eLumen for reporting) for improvement in the next semester

**Meeting**

Note the date that the entire unit/department met to discuss the SAC Scores Learning Assessment deliverables findings.

**Spring SAC Scores:**

**Fall SAC Scores:**

## Context Student Learning Outcomes Report

**GOAL: Reflect on Past and Current CSLOs to Promote Improvement**

Resources: SLO Performance By Dept., Course, CSLO Report

Additional  
Coordinator  
Instructions



LA 1

### SPRING SAC Scores - Review Fall2023

- **Complete if you Reported:** By Semesters (Fall), By AY Fall
- **Enter "Not a reporting cycle" if you reported:** AY Spring, AY Summer

#### 1. Review, report, and update PAST CSLO Action Plans (in eLumen or Strategic Plan)

- Report whether the SLO(s) improved, remained the same, or decreased.
- Did you meet your improvement target for the identified CSLO(s)?
- If you did not meet your target, what additional actions would you take to improve the CSLO(s)?

#### 2. Looking at the CURRENT CSLO report, did any CSLO fall below 70%?

- Identify CSLO(s) that were below 70%. (If all are above 70%, select at least one CSLO to improve.)
- Detail what action you will take to increase achievement for the CSLO(s) identified. *Also document it in eLumen and/or Strategic Plan*

### FALL SAC Scores - Review Spring2024 & Summer2024

- **Complete if you Reported:** By Semester (Spring | Summer), By AY (Spring | Summer)
  - **Enter "Not a reporting cycle" if you reported:** AY Fall
- As a Discipline team:- Reflect & respond in box below**  
Review and analyze the **SPRING2023 & SUMMER2023**--SLO Performance-Dept., Course, CSLO report.

#### 1. Review, report, and update PAST CSLO Action Plans (in eLumen or Strategic Plan)

- Report whether the SLO(s) improved, remained the same, or decreased.
- Did you meet your improvement target for the identified CSLO(s)?
- If you did not meet your target, what additional actions would you take to improve the CSLO(s)?

#### 2. Looking at the CURRENT CSLO report, did any CSLO fall below 70%?

- Identify CSLO(s) that were below 70%. (If all are above 70%, select at least one CSLO to improve.)
- Detail what action you will take to increase achievement for the CSLO(s) identified. *Also document it in eLumen and/or Strategic Plan*



**Evaluation of Program Outcomes: Marketable Skills (ISLOs)**

**Coordinators: Discipline Meeting Preparation**

Access and have available the following report(s)/document(s) by clicking on the links:

- LA1 AY 22-23 Reflection Form (Fall SAC Scores Form) Note: You can locate your submission on the SAC Scores file submission page.
- [SLO Marketable Skills Report by SS Area](#) Note: After opening the Excel documents, you will need to find your Area Tab at the bottom.

**Department Meeting TASKS**

Use SLO Marketable Skills by SS AREA Report & the last AY LA1 Reflection form(22-23):

1. Reviewing the LA1 Reflection Form (pg. 6):
  - a. What was the identified Marketable Skill? (ex. Leadership)
  - b. What was the identified Marketable Skill goal? (ex. From 87% to 90%)

Reviewing the SLO Marketable Skills Report by SS Area: Using

Table 1 below: **Column B**

- c. For Fall2023: Enter % information (calculate exact total of exceeds and meets columns) into the column field in Table 1 for “SLO Marketable Skills Report by SS Area” for the Marketable Skill identified above in 1.a.

*Column B*

Cycle – Fall 2023 – Summer 2024	Measure: Marketable Skill Identified	Target (Expected Outcome): Threshold of acceptability	Marketable Skill Goal (1.b)	SLO Marketable Skills Report by SS Area  % Meets/Exceeds	Are you on track to meet your Marketable Skill goal for this Academic Year at the cycle <u>Mid-Year</u> ?
Fall 2023		70% + Meets/Exceeds			

**DEAN: Completion - Review of AY 23-24 MID-YEAR - Learning Assessment Reflection Form:**

Review the form MID-YEAR fields to ensure it has been completed in its entirety. Enter feedback below:

Discuss the contents with the discipline and share feedback and/or kudos.

Return to discipline coordinator with notes if corrections are needed.



**Evaluation of Program Outcomes: Marketable Skills (ISLOs)**

*GOAL: Reflect on Past and Current Marketable Skill Alignment to Promote Improvement*

**Coordinators: Department Meeting Preparation**

Access and have available the following report(s) by clicking on the links:

- [SLO Marketable Skills Report by Area](#) *Note: After opening the Excel documents, you will need to find your Area Tab at the bottom.*

**Department Meeting TASKS**

From the *SLO Marketable Skills by Rubric Report & the AY (22-23) LA1 Reflection Form*:

- a. Marketable Skill identified
- b. Marketable Skill GOAL identified

Reviewing the *SLO Marketable Skills Report by Area*:

Using Table 1 below: **Column B**

- c. For each cycle period (Summer2024/Spring2024/Fall2023): Enter % information (calculate exact total of exceeds and meets columns) into the column field in Table 1 for "SLO Marketable Skills Report by Area" for the Marketable Skill identified above in **1.a**.

*Column B*

Cycle – Fall 2023 – Summer 2024	Measure: Marketable Skill Identified	Target (Expected Outcome): Threshold of acceptability	Marketable Skill Goal (1.b)	SLO Marketable Skills Report by Area <i>% Meets/Exceeds</i>	Did the department meet the goal?
Fall 2023		70% + Meets/Exceeds			
Spring 2024		70% + Meets/Exceeds			
Summer 2024		70% + Meets/Exceeds			

Review *Marketable Skills by Student Services Report (all services)*:  
[Marketable Skill Student Services Report](#)

- 2. Reflection (No action required)

Review Program(s) your Area Aligns to in the *Marketable Skill by Student Services Report (different from the the Marketable Skills Report by Area*

## AY 2023-2024 Report

*(Fall SAC SCORES -Reflecting on AY 2023-2024 and Planning for AY 2024-2025)*

### Question 1

#### **Finding/Analysis:**

*Refer to the data in Table on pg. 4*

*Did the Area achieve or not achieve the intended goal?*

*What specifically did your review and analysis show regarding the progress made toward achieving or improving the expected outcome for the identified Marketable Skill?*

### Question 2

#### **Action Plan**

*(Copy and paste from the AY 22-23 (Fall SAC Scores) LA1 Reflection Form, pg 6, section 'Identify Action Plan'.*

**OR** if the Area's form, page 6, is BLANK or insufficient in detail, answer the following questions:

*(Refer to the data in Table 1 on page 4)*

*What specifically did the review and analysis show regarding the **identified Measure (Marketable Skill)** that will require extra attention, i.e., what opportunities for improvement (OFIs) were identified, **and** how might the discipline best address them? What specific actions did the discipline take to advance the progress on attaining the most recently set GOAL for the identified Marketable Skill?*

### Question 3

**Describe UPDATED Improvement/Action Plan** *(Refer to the data in Table 1 on page 4):*

*Are there any additional actions needed to accomplish the previously set goal?*

**COMPLETE ONLY: FALL SAC Scores-ALL disciplines**

**AY 24-25 IMPROVEMENT GOAL**

**Program Outcomes Continuous Improvement**

**Identify Marketable Skill for Continuous Improvement**

From the drop-down box below, select the below Marketable Skill, identified by the College, to track improvement efforts in this AY cycle.

*Note: If your department does NOT map to the College identified Marketable Skills identified for this cycle year, review your Marketable Skills outcomes report and select your lowest performing Marketable Skill*

College Cycle Identified Marketable Skill:

**Communication**

**Identify Goal:**

Review your Marketable Skills by Area report for the Marketable Skill selected above.

List Current combined total of %Exceeds and %Meets for most recent semester:

Determine new AY Achievement goal. Enter it in the box :

Note:

- If Marketable Skill is below 70%, goal needs to be at least 70%
- If Marketable Skill is above 70%, goal is to increase 2%

**Identify Action Plan:**

What action plans will you put in place to achieve this improvement goal?

**Dean: Completion - Review of AY 23-24 YEAR END - Learning Assessment Reflection Form:**

Review the form to ensure it has been completed in its entirety. Enter feedback below:

Discuss the contents with the department and share feedback and/or kudos.

If there are corrections needed, send it to the lead before signing:

**When all corrections are complete and the form is FINAL, enter your electronic signature:**

**Department Chair Form Approval**

*Save and Upload this form to SAC Scores File Upload page. Directions on SAC Scores web page: [www.alamo.edu/sac/sac-scores](http://www.alamo.edu/sac/sac-scores) Ensure you select "LA 1" as the File Type*