

Steps - Checklist for Student Affairs Student Learning Outcome Assessment

Beginning

1. Attend SLO workshop or meet with Assistant Vice President of Student Affairs
 - a. Write goals and pick Student Learning Outcomes
 - b. Timeline and timeframe
2. Submit **SLO Worksheet** to Assistant Vice President of Student Affairs
3. Develop your assessments
4. Meet with SA Assessment Team (SAAT) for approval

During

4. Administer the assessments listed on your approved **SLO Worksheet**
5. Collect the data from the assessments for Student Learning Outcomes

End

6. Complete **SLOs Program Report**
 - a. Documents can be found on: <http://saa.bloomu.edu/downloads.php>
 - i. Rubric and Reports
 - b. Contact Assistant VP of Student Affairs if any questions
7. Submit the **SLO Program Report** to the SA Assessment Team Chairs
8. Read SA Assessment Teams' **SLO Program Report Rubric**
9. Reflect on the Process