Block 1

SAO/SLO Submission Form

Welcome to the submission platform, tailored for SAO and SLO submission for Administrative Services, Student Services, and selected Instructional areas.

Deadline Information: Annually, December 15th is the deadline for assessing and closing the loop on SAOs/SLOs for the previous academic year. To review the form questions along with valuable tips for completion, access the help sheet through this link.

For all other questions, please contact Ruby Zuniga at rzuniga@craftonhills.edu.

Please enter your CHC email below: *(a copy will be sent upon your submission)*

[   ]

Please select your division below:

○ Administrative Service Area

○ Instructional Areas

○ Student Service Area

Please select your Administrative Service Area below:

[⌄]

Please select your Instructional Area below:

[⌄]

Please select your Student Service Area below:

[⌄]

Academic Year for Assessment

Note: The decision to assess by academic year or semester is at the discretion of each area.

[⌄]

Assessment Term for the selected Academic Year:

○ Fall

○ Spring

○ Both Terms

Please select the type of outcome:

[⌄]

SAO/SLO # (A minimum of two SAO/SLO are required per academic year)

[⌄]

Outcomes Statement:

- *Service Area Outcome (SAO): A statement about what a student or employee will experience and/or receive after accessing a campus service.*
- *Student Learning Outcome (SLO): A statement that defines what students' will know, be able to do, or be able to demonstrate upon the completion of a course or program.*

[   ]

How are you measuring this SAO/SLO?
Some examples of measurement can be in the form of a point of service survey, pre/post survey or knowledge assessments.

[text area]

What is your target for this semester?

A target is a measurable milestone set for what students should learn or achieve by the end of a class or service.

- SAO example: After utilizing the tutoring center, 80% of students will report satisfaction or high satisfaction with the support they received.
- SLO example: Upon successful completion of LIBR-100, 80% of students will be able to locate, evaluate, and use information appropriately.

[text area]

Target Met?

[dropdown]

Discuss Findings Here:

Suggested Guidelines

- *Highlight primary findings and notable trends.*
- *Contrast current data with previous periods.*
- *Evaluate results against set targets.*
- *Emphasize the importance and commitment to improvements.*

[ ]

Proposed Actions Based on Findings

After analyzing the findings, identify areas of strength and opportunity, then tailor actionable recommendations to enhance successes and address challenges.

[ ]

Enter the PPR program objective(s) that aligns with this SAO/SLO?

If none align, please revise a current PPR objective or create a new objective to reflect this work.

(Note: To review your current PPR objectives, click here to view your latest PPR plan)

[ ]

Strategic Directions Alignment:

(Click here for more information)

[⌄]

Institutional Learning Outcomes Alignment:

([Click here for more information)](#)

[▾]

Do you have disaggregated data by ethnicity? (e.g., streamlining efforts)

○ Yes

○ No

2022-2023 Key College Statistics:

- 4.8% of students in 2022-2023 identified as African American
- 52.4% of students in 2022-2023 identified as Hispanic
- 21.6% of students in 2022-2023 were identified as economically disadvantaged

To what extent is the SAO reaching African American, Hispanic, and economically disadvantaged students?

What can you do differently to better reach these populations of students?

[text area   ]

Given your "No" response, please elaborate on what plans you have for disaggregating data in the future.

[text area   ]

Personal Notes (Optional)

[text area   ]

Do you have more outcomes to enter?

○ Yes

○ No

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[dropdown   ]

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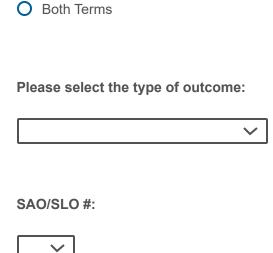
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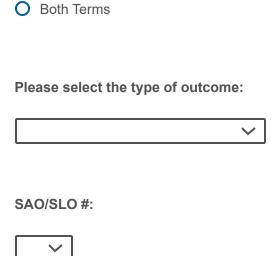
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Personal Notes (Optional)

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