

Long Beach City College
Handout for SLO Presentation Curriculum Institute July 2016
Methodology Used to Create Course and Program
Methodology Documents

Methodology Used for Course Methodology Document

Note: Each SLO Facilitator was provided with a spreadsheet (i.e., methodology document) of all of their department's courses. Courses in the spreadsheet were prioritized for assessment based on the following methodology. Facilitators were informed that they should assess the top 20% of their courses on the spreadsheet (these courses were displayed on the spreadsheet in a different color than the rest of the courses in the list). The 20% was calculated based on the number of courses that were offered during the current semester. The 20% also excluded new courses offered for the first time during that semester.

- *Courses were prioritized in the document in the following order:*
 1. The course had a low annual course success rate (i.e., below 50%) AND high annual enrollment (i.e., 500 or more students) (These courses were prioritized first regardless of whether or not they had closed the loop for their SLOs).
 2. The course had a low annual course success rate (i.e., below 50%; regardless of enrollment) (These courses were prioritized regardless of whether or not they had closed the loop).
 3. The course is going through course review during the current academic year and the course has never closed the loop **for one or more SLOs.**
 4. The course has never closed the loop **for ANY course SLOs** and/or is missing methods of assessment. **These courses will be prioritized in the order of their course review years and within each course review year, by enrollment size** (example: 2016-17 course review year course with 400 students and no actions taken will be prioritized over 2016-17 course with 40 students and no actions taken)
 5. At least 1 SLO has been assessed for the course, but some SLOs have not been assessed. These courses will be prioritized in the order of their course review years and within each course review year by annual enrollment size.
 6. High annual enrollment (i.e., 500 or more) regardless of whether or not the course has closed the loop.
 7. Courses that have closed the loop for all SLOs will be prioritized in order of their course review years and within their course review years by enrollment size.