

**Sent 4/29/13**

Hello Brave souls,

I wanted to send you, all the Assessment Planners, a separate email to thank you for volunteering to help with this process. I know it is difficult to commit to do something you may not fully understand—I WAY know. But we're on this adventure together.

I have some thoughts about how we might proceed next semester. They are not really organized. Please feel free to ignore them all.

I think the department will quickly reach email saturation if we all email [bc\\_english](#) with updates and requests. I suggest that you email the department once asking for volunteers to participate and then limit your emails to those volunteers and/or to only those professors teaching that particular class.

I also suggest that you always put the course name/number (e.g. English 60) in your subject line because several people will be teaching different comp classes and will therefore be on more than one SLO assessment list.

Perhaps you can divide your duties with your co-planner with one scheduling meetings and running them, communicating with the group at large by sending reminders, etc., and the other co-planner doing a timeline of due dates, following up on missing data, and inputting info into curricUNET.

The initial meeting of the semester (see previous email about scheduling back-to-back) will be one where the decision of what to assess and how to assess it will be made. (In the future we'd like to have this meeting at the end of the previous semester so people can plan.) Regardless of the number of people attending your meeting, all instructors of that particular course will be subject to your decisions. That should be communicated in your initial email to the department at large.

Keep in mind that not all instructors will be able to attend the meetings, but we are urged to have full participation in the assessment. That means that you'll probably want to devise an easy-to-use rubric that all instructors can complete quickly. My understanding is that the possibilities for how to assess are endless—as long as we are fair. To maximize participation, make it simple.

The meeting toward the end of the semester where the results are discussed is the most important part of this process. As I said in the email to the department, it should not be conducted through email. Someone should take notes, and a report about this meeting is supposed to be attached to the data in curricUNET.

As I said at the beginning, please feel free to ignore all my suggestions. It won't hurt my feelings at all. Also, please keep in mind that I don't know as much as I should know about all this. If you have better suggestions, I am happy to hear them.

Becky Mooney  
SLO Assessment Coordinator

**Sent 4/25/13**

Hello Everyone,

Thank you to all the people who volunteered to help with assessing SLOs. Next semester, all instructors of composition courses will be asked to participate and provide data for our SLO assessment. Please look for emails from SLO Assessment Planners in August.

**Here's a list of the players so far....**

The SLO Assessment Coordinator: Becky Mooney

Co-Coordinators: David Besst and Cindy Hubble

The SLO Assessment Planners for

Composition Classes:

English 60—Keri Wolf and Laura Peet

English 53— Kyle Loughman (**and David Besst, Cindy Hubble, and Becky Mooney as back up**)

English 50—Scott Wayland, Richard Marquez, and Chris Doyen

English 1a—Rebecca Monks, Denise Mitchell, Cynthia Powell, and Dave Moton

Literature/Specialty Classes (Spring Semester--I'll ask for more volunteers next semester):

English 1b—Andy Lamers

English 2—Dave Moton

English 5b, 10, 20, 21, 28, 30a, 30b—**vacant**

Also, I have attached the schedule of which SLO is to be assessed when, for your convenience.

**For those of you who are big planners—previews of next semester's activities**

Up and coming attractions:

- 1) At the beginning of the semester, each group will meet to discuss how the assessment will be done—in the future this will be done in the previous semester.
- 2) Assessment materials, such as rubric, should be designed and distributed to ALL instructors teaching the class with the particular SLO being assessed.
- 3) A meeting is called toward the end of the semester—after the assessment has occurred—to compile results and discuss effectiveness. This is our opportunity to discuss what we do, what works, what doesn't, etc. According to the experts, **this discussion is the most important step**. It should not be conducted through email.
- 4) A written report of the discussion is compiled to attach to the data in curricUNET.
- 5) The results and date are input in curricUNET.

For those of you who have already volunteered, I would like to thank you for going on this adventure. For those who haven't, please consider helping the planners when they email for assistance—at the beginning of next semester.

Becky Mooney

**Sent 4/23/13**

Hi All,

We already have volunteers for several slots. The tally so far....

English 60—Keri Wolf and **Laura Peet**

English 50—Scott Wayland, Richard Marquez, and Chris Doyen

English 53—**Kyle Loughman (and he needs a volunteer co-planner)**

English 1a—Rebecca Monks, Denise Mitchell, Cynthia Powell, and Dave Moton

Co-Assessment Coordinators—**David Besst and Cindy Hubble**

So, we have the first round of volunteers—almost.

The next stage—which Scott Wayland has already begun—is for each group to schedule a meeting (not all at the same time because some people will want to double or even triple dip) and ask for participants from the department to make decisions about how to assess the scheduled SLO.

More to come.

Remember, Kyle needs help!

Please let me know ASAP,

Becky Mooney

**Sent 4/22/13**

Hello Everyone,

I am emailing you as the volunteer SLO Assessment Coordinator of our department.

First, this email is going to everyone because we need volunteers for each subcommittee.

I admit I am coming at this with next to no knowledge. So please feel free to gently steer me in the right direction if I need correction. I'm happy to learn.

First, we have a schedule in place: composition classes in fall semester, literature/specialty classes in spring. An e-copy will be sent with my next email.

Next, we have volunteer team leaders, newly named "SLO Assessment Planners." According to our last meeting summary report, they are

English 60—Keri Wolf (and she needs a co-planner....**volunteer?**)

English 50—Scott Wayland, Richard Marquez, and Chris Doyen

English 53—**Volunteers?**

English 1a—Rebecca Monks, Denise Mitchell, Cynthia Powell, and Dave Moton  
Also, I would like a co-assessment coordinator to share the wealth—**volunteer?**

The SLO Assessment Planners need to schedule their meetings at different times so members of the department at large can attend more than one meeting. I suggest, for instance, the English 60 and English 50 meet on the same day—say one at 3:00 and one at 4:00—and English 53 and 1a on another day—11:00 and 12:00. The SLO Assessment Planners (named above) will schedule the meetings for your group and invite all members of the department to participate. You'll be the spokesperson, sending emails to the department and to your specific group. I would like to be informed about your meetings, etc. So please "cc" me when appropriate.

As I understand it, we need to have first meetings before the end of each semester. That means composition SLOs need to be addressed before the end of THIS semester.

Don't panic!

The things to do at this meeting are

- 1) Decide which SLO and/or element of SLO is being assessed
- 2) Decide HOW to assess this SLO—something all instructors teaching this class can do (e.g. All students will summarize an article. They can do this at the beginning of the semester and then at the end. We ask if they are better at it at the end.)
- 3) Decide what percentage of our students will be successful at this SLO or element thereof
- 4) Decide who will input the plan in CurricUNET.

I hope this will not take a full hour.

The last step for this semester is inputting the info in CurricUNET.

I am currently working on getting a department liaison to help with this task. And I will also have some written instructions regarding access and inputting information for you soon.

*To sum up, I am looking for volunteers for empty leadership slots of assessment planners and one co-coordinator. Please respond by Wednesday, April 24.*

I will send another email Thursday with

- 1) updated lists
- 2) scheduled first scheduled meeting dates
- 3) a request for participants in the meetings
- 3) and a preview of coming attractions for the fall.

I would like to stress to everyone, after I received some tutoring on assessment, I find it is not the big scary monster I was afraid to confront. We can do this easily. And I promise, once our "system" is in place, there shouldn't be any more get it done yesterday deadlines—at least on SLOs assessment. See smiley face here.

Please volunteer. Many hands make light work.

Becky Mooney

Professor of English and English Department Assessment Coordinator

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