Instructions for Course Review, Course Assessment, PIOs, and Program Review

Curriculum Committee and SLOAC
Fall 2013

1. For help with 6-year Course Review, or with revising or creating a course in Curricunet (or revising a degree or certificate), contact Jesse MacEwan, Curriculum Chair.

Here’s a link to the Curricunet Course module:

http://www.curricunet.com/ohlone/

And here’s a link to Curriculum resources and instructions:

http://www.ohlone.edu/org/curriculumcomm/-cr

2. Course Assessment is done every semester (unless you are caught up). Can try to assess each of your department’s courses on the Master List at least once during our 4-year course assessment cycle (by Spring 2015).

Here’s a link to the Master List on our new SLO Assessment page:

http://www.ohlone.edu/org/sloacomm/sloassessments.html

Course Assessment reports should be sent to your dean at the beginning of each semester (or during Get It Done Day).

Can use Course Assessment in a Box. Can attach any related docs/charts/data/etc.

Here’s a link to it on our new SLO Assessment page:

http://www.ohlone.edu/org/sloacomm/sloassessments.html

The dean will send on your report to Lesley Buehler, Rachel Sherman, and the Web Team to be posted on this new page.

3. PIOs are done every fall, by end of Oct or mid-Nov.

PIOs are still done in the Curricunet Program Review module.
**Here's a link:**

http://www.curricunet.com/ohlone_reviews/

**PIO Instructions:**
Put in your username and pw.  
Go into Build Program Reviews.  
Scroll down to find your RED Program Review for 2013-14.  
Click the Pencil.  
Click the PIO page link in the Review Checklist on the right in the yellow box.  
Can ADD a new one if you want; fill out the appropriate boxes and click ADD; then Finish the page.  
Can EDIT the previous ones by clicking the Pencil next to the one you want to edit.  
Can CUT the previous ones by clicking the scissors.  
Finish the page.  
NO NEED TO LAUNCH IT.

4. **Program Review** is now on a **3-year cycle**. Departments up for Program Review will be sent a Word document of their last Program Review, pulled from the Curricunet Program Review Module. **Edit the Word document, and email it to your dean,** along with any related documents. The dean will launch it for you in the module.

Here's a link to the **Schedule of Programs** for the **3-year Program Review cycle**:

http://www.ohlone.edu/org/sloacomm/docs/programreviewschedule.pdf

Contact Rachel Sherman or your dean for help with Assessments. Contact Jesse MacEwan for help with Course Review or Revising a Certificate or Degree. Contact your dean (and/or Rachel Sherman or Jesse MacEwan) for help with Program Review.

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