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| Program/ Course |  |
| Meeting Date  |  |
| Names of Faculty/Staff in Attendance (# of fulltime and adjunct and total)  |  |
| Number of Faculty/Staff sharing Assessment Results (# of fulltime and adjunct and total)  |   |
| College-wide, degree, or course- level SLOs measured  |   |
| Assessment Tools(Give examples of major assignments your faculty used to measure the SLOs)  |  |
| Assessment Results (Copy/ Paste from TracDat) What student needs and issues were revealed? Were there any areas where student performance was outstanding? Any areas where it can be improved?  |   |

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| Next Step in the Classroom to Improve Student Learning How might student performance be improved? How might the new strategies be assessed?*Examples provide to facilitate discussion* | ***The following are ideas to facilitate improvements**** *State goals or objectives of assignment/activity more explicitly*
* *Revise content of assignment/activities*
* *Revise the amount of writing/oral/visual/clinical or similar work*
* *Revise activities leading up to and/or supporting assignment/activities*
* *Increase in-class discussions and activity*
* *Increase student collaboration and/or peer review*
* *Provide more frequent or more comprehensive feedback on student progress*
* *Increase guidance for students as they work on assignments*
* *Use methods of questioning that encourage the outcome you measured*
* *State criteria for grading more explicitly*
* *As an instructor, increase your interaction with students outside of class*
* *Ask a colleague to critique* *assignments/activities*
* *Other (please describe)*
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| Next Step in the Program to Improve Student Learning *Examples provide to facilitate discussion*  | * *Offer/encourage attendance at seminars, workshops or discussion groups about teaching methods*
* *Consult teaching and learning experts about teaching methods*
* *Encourage faculty to share activities that foster competency*
* *Write collaborative grants to fund departmental projects to improve teaching*
* *Purchase articles/books on teaching about competency o Visit classrooms to provide feedback (mentoring)Create bibliography of resource materialHave binder available for rubrics and results*
* *Analyze course curriculum, so that the department can build a progression of skills as students advance through courses*
* *Other (please describe)*
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| Priorities to Improve Student Learning (List the top 2-4 strategies faculty felt would most improve student learning)  |  |
| Implementation (List the departmental plans to implement these priorities)  |  |
| Timeline for Implementation (Make a timeline for implementation of your top priorities)  |  |