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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)* |
| 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 material Have 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) |  |