Here are the instructional SLO resources available for department chairs:

**It’s all there on the WebSLOs 1.0 home page!**
It’s all at [www.dvc.edu](http://www.dvc.edu), under the “For faculty and staff” quick link, and then the “Course/program SLOs” link.

1. **Status reports to inform department meetings re Title 5 rewrites and SLO assessment**
Use the “STATUS” icon on the WebSLOs 1.0 home page. Then select your instructional unit or subject code:

2. **Scheduling tools for managing course assessments**
*During August FLEX,* use the “ANNUAL SCHEDULE” icon on the WebSLOs 1.0 home page. Then select your instructional unit or subject code, to see the courses selected for assessment in the current academic year. Use this online form to click and place X’s, indicating the semester(s) in which each course will be assessed. You won’t be held to it, but planning enhances the chance of getting it done! Then **three times per year,** use the “FALL”, “SPRING”, and “SUMMER” icons to indicate which sections will be assessed. Do so for fall by the end of **September,** and do so for spring by the end of **December.** Then if you have summer classes, do so for them by the end of **May.**

3. **Enter course assessment results annually**
By the end of the fall semester, enter assessment results for the previous academic year (fall, spring, and/or summer). Discuss the results with department faculty and formulate action plans. Then summarize the results in the online update form, using the “UPDATE FORM” icon.

4. **Assess degree and certificate programs annually**
At the start of every fall semester, get the “assessment history” PDFs for your degree and certificate programs, located on the U drive in the Committees/FacultySenate/SLOCommittee/Program Assessments folder. Read and follow the “action plans” over the year. Then by the end of the spring semester, write up a summary of the actions taken and the action plans for the next year. Send the summary to your division’s SLO Committee rep or to DVC’s SLO Facilitator.

5. **Apply course and program assessment results**
At the start of every fall semester, get the “assessment history” PDFs for your degree and certificate programs, located on the U drive in the Committees/FacultySenate/SLOCommittee/Program Assessments folder. Make sure that every faculty member in your area gets a copy of the PDF, printed or electronic per your choice.

Then distribute course history PDFs per this schedule (*whether or not the course is being assessed*):
- **by mid-October,** distribute to the next spring semester’s instructors of those courses
- **by mid-December,** distribute to the next to summer semester’s instructors of those courses (if any)
- **by mid-February,** distribute to the next fall semester’s instructors of those courses

Course history PDFs are on the U drive in the Committees/FacultySenate/SLOCommittee/Course Assessments folder, and you can get there via this URL: [http://ipt.dvc.edu](http://ipt.dvc.edu), and signing in with your DVC email account.