

## Division Chair Communications Regarding Update and Assessment:

### Questions:

- 1) How many courses taught in your division have assessment measures in place for each of the Student Learning Outcomes?
- 2) How many of your courses are being actively assessed this semester? (this means that by the end of fall semester '08 these classes will have collected and analyzed some data for that course)

### Response:

**From:** Wood, Mark  
**Sent:** Thursday, September 18, 2008 11:30 AM  
**To:** Joiner, Ellen; LAHC-Division-Chairs  
**Cc:** Humphreys, Dave; Lane, Lora; Stanbery, Jim  
**Subject:** RE: Information needed for the WASC report

I have been tracking my Humanities 17 and 60 SLO for three semesters. I need to update, I started last night but didn't finish. Hopefully I can send you the document on Monday.

Business Division SLO Assessment Plan

Business Course Number	Name	Course Outline	Assessment Fall 06	Spring 08 Action	Fall 08 Action	Spring 10 Action	Fall 10 Action	Spring 11 Action	Link: Outline	Link: Assessment
ACCT 001	Introductory Accounting I	Yes	Yes	Coordinate data collection for Spring	Collect data				ACCT001.MAR.08.08.doc	ACCTG 001assessmentform.AUG.25.08.doc
ACCT 002	Introductory Accounting II	Yes	Yes		Collect data				ACCT002.MAR.08.08.doc	ACCTG 002assessmentform.AUG.25.08.doc
ACCT 003	Intermediate Accounting	Yes	Yes	N/O					ACCT 003.APR.18.08.doc	ACCTG 003assessmentform.AUG.25.08.doc
ACCT 011	Cost Accounting	Yes	Yes	N/O					ACCT 11.APR.18.08.doc	ACCTG 11assessmentform.AUG.25.08.doc
ACCT 015	Tax Accounting I	Yes	Yes	N/O					ACCT 015.MAY.08.08.doc	ACCTG 015assessmentform.AUG.25.08.doc
ACCT 016	Tax Accounting II	Yes	Yes	N/O					ACCT 016.NOV.02.05.doc	ACCTG 016assessmentform.AUG.25.08.doc
ACCT 021	Bookkeeping and Accounting I	Yes	Yes	N/O	N/O				ACCT021.MAR.08.08.doc	ACCTG 021assessmentform.AUG.25.08.doc
ACCT 022	Bookkeeping and Accounting II	Yes	Yes	Collect data	Report data				ACCT022.MAR.08.08.doc	ACCTG 022assessmentform.AUG.25.08.doc
BUS 001	Introduction to Business	Yes	Yes						BUS 001assessmentform.doc	BUS 001assessmentform.doc
BUS 005	Business Law I	Yes	No						BUS 005.FEB.02.05.doc	BUS 005assessmentform.doc
BUS 008	Business Law II	Yes	No						BUS 008.FEB.02.05.doc	BUS 008assessmentform.doc
BUS 010	Fundamentals for Tax Return Preparation	Yes	No						BUS 010assessmentform.doc	BUS 010assessmentform.doc
BUS 031	Business English	Yes	No						BUS 031assessmentform.doc	BUS 031assessmentform.doc
BUS 032	Business Communications	Yes	No						BUS 032assessmentform.doc	BUS 032assessmentform.doc
BUS 038	Business Computations	Yes	Yes	Collect data					BUS 038assessmentform.doc	BUS 038assessmentform.doc
BUS 060	Keyboarding Fundamentals	Yes	Yes						BUS 060assessmentform.doc	BUS 060assessmentform.doc
BUS 120	Introduction to Transportation Management	Yes	No	N/O					BUS 120assessmentform.doc	BUS 120assessmentform.doc
BUS 125	Introduction to Logistics Management	Yes	No	N/O					BUS 125assessmentform.doc	BUS 125assessmentform.doc
BUS 130	Introduction to Supply Chain Management	Yes	No	N/O					BUS 130assessmentform.doc	BUS 130assessmentform.doc
CIS 001	Principles of Business Computer Systems I	Yes	No	N/O					BUS 125.DOPNCR.MAY.21.08.doc	BUS 125assessmentform.doc
CIS 007	Introduction to Multimedia	Yes	No	Collect data on 3 outcomes					BUS 130.DOPNCR.MAY.21.08.doc	BUS 130assessmentform.doc
CIS 008	Microcomputer Applications	Yes	No	Course outline and assessment form Davis					CIS 001.JUL.10.08.doc	CIS 001assessmentform.doc
CIS 014	Introduction to Computer Communications	Yes	No	N/O					CIS 008.JUL.27.05.doc	CIS 008assessmentform.doc
CIS 015	Database Programming	Yes	Yes	N/O					CIS 014.CCT.01.05.doc	CIS 014assessmentform.doc
CIS 016	Spreadsheet Applications	Yes	Yes	N/O					CIS 015.MAR.01.07.doc	CIS 015assessmentform.doc
CIS 021	Business Computer Programming	Yes	Yes	N/O					CIS 016.SEP.05.05.doc	CIS 016assessmentform.doc
CIS 023	Programming Laboratory	Yes	No	Complete assessment form Davis					CIS 021.AUG.01.06.doc	CIS 021assessmentform.doc
CIS 024	Accounting on Microcomputers	Yes	No	N/O	Complete assessment form ?				CIS 023.JUL.10.08.doc	CIS 023assessmentform.doc
CIS 084	Microcomputer Laboratory	Yes	No	N/O					CIS 024.SEP.24.05.doc	CIS 024assessmentform.doc
CAOT 001	Computer Keyboarding I	Yes	No	Complete assessment form					CIS 064.MAR.05.05.doc	CIS 064assessmentform.doc
CAOT 002	Computer Keyboarding II	Yes	No	Complete assessment form					CAOT 001.JUN.12.08.doc	
CAOT 007	Machine Transcription	No	No	Update course outline, complete form						
CAOT 008	Computer Keyboarding Improvement	No	No	Update course outline, complete form						
CAOT 021	Medical Office Procedures I	No	No	Update course outline, complete form						
CAOT 022	Medical Office Procedures II	No	No	Update course outline, complete form						
CAOT 023	Legal Office Procedures	No	No	Update course outline, complete form						
CAOT 030	Office Procedures	No	No	Update course outline, complete form						
CAOT 033	Records Management and Filing	Yes	No	Complete assessment form						
CAOT 034	Business Terminology	Yes	Yes	N/O					GAOT030.JUN.19.08.doc	CAOT033assessmentform.doc
CAOT 047	Applied Office Practice	Yes	No	Complete assessment form					CAOT 034.JUN.19.08.doc	CAOT 047assessmentform.doc
CAOT 081	Introduction to Office Machines (OM I)	No	No	Update course outline, complete form					CAOT 047.OCT.03.05.doc	
CAOT 082	Microcomputer Software Survey in the Office	Yes	No	N/O						
CAOT 084	Microcomputer Office Applications: Spreadsheets	Yes	No	Complete form, collect some data Hall					CAOT 082.JAN.05.07.doc	CAOT 084assessmentform.doc
CAOT 085	Microcomputer Office Applications: Spreadsheets	Yes	No	Complete form, collect some data Linares					CAOT 084.JULY.24.06.doc	CAOT 085assessmentform.doc
CAOT 086	Microcomputer Office Applications: Database	Yes	Yes	N/O						
CAOT 088	Microcomputer Office Applications: Desktop Publishing	Yes	No	Complete form					CAOT 086.FEB.22.07.doc	CAOT 088assessmentform.doc
CAOT 110	Microcomputer Office Applications: Presentation Design	Yes	No	N/O					CAOT 088.OCT.18.05.doc	CAOT 110assessmentform.doc
FN 002	Investments	Yes	No	N/O					FN 002.OCT.25.05.doc	FN 002assessmentform.doc
FN 003	Personal Finance and Investments	Yes	No	Complete form - Kellacher					FN 003.JAN.01.08.doc	FN 003assessmentform.doc
INTBUS 001	International Trade	Yes	No	Complete form - Kolarov					INTBUS001.APR.18.03.doc	INTBUS001assessmentform.doc
MANAGNT 002	Organization and Management Theory	Yes	Yes	Collect data Sanchez					MANAGNT 002.NOV.01.08.doc	MANAGNT 002assessmentform.JUN.12.08.doc
MANAGNT 013	Small Business Entrepreneurship	Yes	Yes	Collect data Ballazar					MANAGNT 013.AUG.01.08.doc	MANAGNT 013assessmentform.JUN.03.08.doc
MANAGNT 031	Human Relations for Employees	Yes	Yes	Collect data Ballazar					MANAGNT 031.JAN.31.08.doc	MANAGNT 031assessmentform.JUN.03.08.doc
MANAGNT 033	Human Resource Management	Yes	No	N/O					MANAGNT 033.OCT.02.05.DOC	MANAGNT 033assessmentform.doc
MARKET 001	Principles of Selling	Yes	No	Complete form					MARK 001.JAN.01.08.doc	Marketing 001assessmentform.doc
MARKET 021	Principles of Marketing	Yes	Yes	Collect data McGinness					MARKET021.OCT.01.06.doc	Marketing 021assessmentform.JUN.11.08.doc
MARKET 031	Retail Merchandising	Yes	Yes	N/O					MARKET031.OCT.01.06.doc	Marketing 031assessmentform.JUN.13.08.doc
RE 001	Real Estate Principles	Yes	Yes	Collect data Gunderson & Marfisch					RE 001.APR.01.08.doc	RE 001assessmentform.doc
RE 003	Legal Aspects of Real Estate	Yes	No	N/O					RE 003.APR.02.08.doc	RE 003assessmentform.doc
RE 007	Real Estate Finance I	Yes	No	Fill in form, collect some data					RE 007.OCT.20.05.doc	RE 007assessmentform.doc
RE 009	Real Estate Appraisal I	Yes	No	N/O					RE 009assessmentform.doc	RE 009assessmentform.doc
RE 014	Property Management	No	No	N/O					RE 007.OCT.20.05.doc	RE 007assessmentform.doc
SUPERV 001	Elements of Supervision	Yes	Yes	N/O					SUPERV 001.NOV.01.06.doc	SUPERV 001assessmentform.JUN.05.08.doc

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**From:** Carrillo, Carmen  
**Sent:** Thursday, September 18, 2008 4:00 PM  
**To:** Joiner, Ellen  
**Subject:** RE: Information needed for the WASC report

Hi Ellen,  
Yes, right now we are actively working on E21, E28, E101, Spanish 1, Speech 101, Speech 121, and Journalism 101. I had wanted to work on Developmental Communications as I had hoped for a new hire but I will still ask Judy to begin. Paul Grady will work on English-ESL, but we haven't met yet on the logistics.  
Carmen

**Subject:** Assessments

Ellen,

The Social and Behavioral Sciences Division is currently assessing the following courses:

- Administration of Justice 001
- Sociology 001
- Psychology 001
- Economics 001
- History 001
- History 011
- History 012
- History 086
- History 087
- History 052

The data is expected by the end of the fall semester.

Thank you,

Brad Young

BY/yp