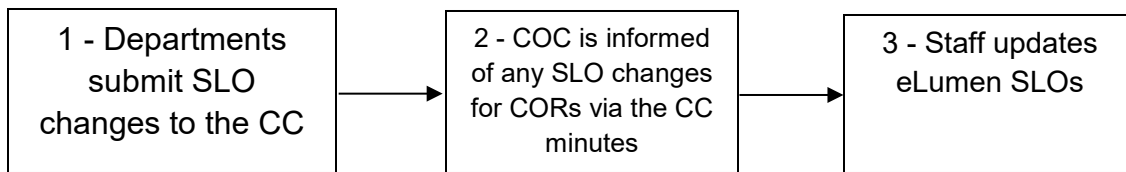


Proposed eLumen SLO update workflow



- 1) Changes in SLOs must be processed through the curriculum process.
- 2) As a part of that process, faculty complete an SLO addendum and attach it to Section VIII of the COR. On this addendum they will be asked to indicate the nature of their SLO changes. The possible changes in eLumen are:

Choose all that apply:

- New SLO(s) – Choose if there is a new SLO that has not been assessed in the past.
 - Removing an SLO – Choose if a previous SLO will no longer be assessed.
 - No changes – Choose if no changes have been made to any of the SLOs.
 - New Course – Choose if this is a new course with new SLO(s).
 - Update an existing SLO – Choose this if an SLO assesses the same skill(s), but the language of the SLO has changed.
 - Correcting mistakes - Choose this only if there is a data-entry error in the SLO that needs correcting.
- 3) Once the new or updated COR has been approved by the Curriculum Committee (CC), the College Outcomes Committee (COC) will be informed by the CC of all the courses that have been approved and the nature of any changes to SLOs via the CC minutes.
 - 4) A staff person assigned by Academic Affairs, working with the Office of Institutional Effectiveness, will then update the SLOs and all related metrics (e.g., action plans) in eLumen, using the correct future effective date such that the SLOs are consistent with the new approved COR in ECD. The effective date is the first semester when the SLO will be assessed. If there are no changes, and only the new addendum is used, the effective date will be “ongoing.”
 - **Important!** This workflow cannot be put into place until the Senate approves the new SLO addendum for new and updated CORs. This would be the **FALL of 2018**.
 - Until then, for CORs approved or in process in fall of 2017 and spring 2018 - it would still ostensibly be the chair's and/or the SLO coordinator's responsibility to make the eLumen updates, as the new workflow will only be in place starting in Fall of 2018.
 - **If you would like the office of institutional effectiveness to update eLumen for a previously approved COR, that is not a problem at all.** Just let the COC know which courses have had their SLOs changed and the specific nature of the changes to the SLOs using the choices above. Please contact the chair of the COC, Jennifer Moses via Email: mosesjf@piercollege.edu.