

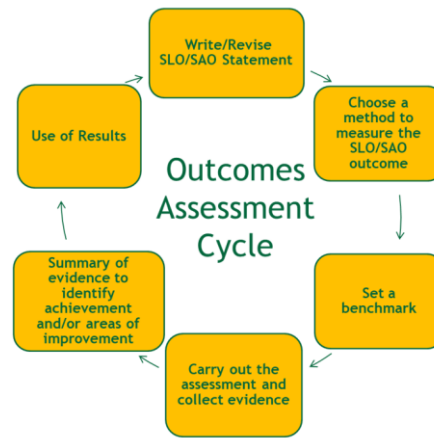
## SAO/SLO Online Submission Help Sheet

This help sheet is crafted to aid in navigating the [SAO/SLO online submission form](#), designed for Administrative Services, Student Services, and certain Instructional areas (Child Development Center, Distant Education, Library, STEM Center, and Tutoring Center). It provides SAO and SLO statement refreshers, the assessment cycle, useful links, and form completion guidance.

**SAO's and SLO's Outcomes Statement:** Measurable statements that guide an ongoing assessment cycle to enhance programs and services. Below, you will find the assessment cycle diagram.

**Service Area Outcome (SAO):** A statement about what a student or employee will experience and/or receive after accessing a campus service.

**Student Learning Outcome (SLO):** A statement that defines what students will know, be able to do, or be able to demonstrate upon the completion of a course or program.



### Helpful Details/Links:

- **Submission Deadline:** December 15th is the annual deadline for assessing and closing the loop on SAOs/SLOs for the previous academic year. (e.g., in Fall 2024, you will assess Fall 2023 and Spring 2024.)  
*Note: The choice of assessing a full academic year or a single semester is at each area's discretion.*
- **Data:** To obtain data aligned to your SAO/SLO, please submit a [Research Request](#). This can include point of service surveys, program assessments, and other relevant data metrics relevant to area/program, as well as past SAO/SLO form submissions.
- **College Snapshot:** These snapshots offer insights into the demographics, gender distribution, age groups, and enrollment status of students during past Fall semesters at CHC. It also provides historical comparisons with previous years' data.
- **Supports Future PPR Plans:** By submitting your SAO/SLO assessments now, you provide essential data for 'Section 4' and 'Section 10' in the preparation of future PPR plans. To review your last PPR plan, [click here](#).

If you require any assistance or have questions regarding the SAO/SLO online submission(s), please contact [Ruby Zuniga](#) for support.

**Please review the following online submission form questions, accompanied by valuable tips for effective completion.**

**Academic Year for Assessment and Assessment Term for the selected Academic Year:**

**Note:** The choice of assessing a full academic year or a single semester is at each area's discretion.

**Please select the type of outcome:** SAO or SLO

**SAO/SLO #** (A minimum of two SAO/SLO are required per academic year)

**Outcomes Statement:**

- Service Area Outcome (SAO): A statement about what a student or employee will experience and/or receive after accessing a campus service.
- Student Learning Outcome (SLO): A statement that defines what students will know, be able to do, or be able to demonstrate upon the completion of a course or program.

**How are you measuring this SAO/SLO?**

- Some examples of measurement can include point of service surveys, program assessments, and data metrics aligned to area/program.

**What is your target for this semester?**

A target is a measurable milestone set for what students should learn or achieve by the end of a class or service.

- **SAO example:** After utilizing the tutoring center, 80% of students will report satisfaction or high satisfaction with the support they received.
- **SLO example:** Upon successful completion of LIBR-100, 80% of students will be able to locate, evaluate, and use information appropriately.

**Discuss Findings:**

Suggested Guidelines

- Highlight primary findings and notable trends.
- Contrast current data with previous periods.
- Evaluate results against set targets.
- Emphasize the importance and commitment to improvements.

**Proposed Actions Based on Findings:**

After analyzing the findings, identify areas of strength and opportunity, then tailor actionable recommendations to enhance successes and address challenges.

**Enter the PPR program objective(s) that aligns with this SAO/SLO?**

If none align, please revise a current PPR objective or create a new objective to reflect this work.

(Note: To review your current PPR objectives, [click here](#) to view your latest PPR plan)

**Do you have disaggregated data by ethnicity? (e.g., streamlining efforts)** **YES/NO**

- **If YES:** To what extent is the SAO reaching African American, Hispanic, and economically disadvantaged students?
- **If YES:** What can you do differently to better reach these populations of students?
- **If NO:** Please elaborate on what plans you have for disaggregating data in the future.