

Guidelines for Deans as “Approvers” for Individual Instructor SLO Assessments

1. When an instructor completes an SLO assessment, the dean “approves” the assessment by going into META “My Approvals,” views the proposal and clicks the “Reviewed” button.
2. While reviewing, the dean should pay particular attention to the planned action tab to note suggestions the faculty made in regards to actions the department/college can take to support student success. If there is immediate action the dean can take, or suggestions for ascertaining faculty needs, these should be noted by the dean in the “comments” section. Documenting support efforts are an important component of the integrated planning process.
3. If the dean feels the assessment write-up could be stronger, they should still click they have “reviewed” the assessment, but should notify the school coordinator that the faculty could use some training/support. In the comments section, they can say “please see the school coordinator or the assessment coordinator for support with outcomes assessments”. It is important to note that per the contact it says deans will ensure faculty have completed their SLOs as assigned, but it does not say they will be judged based on their quality.
4. Per 10+1, faculty have primary responsibility over curriculum and course assessment, thus deans should see their role as reviewer as ensuring the faculty completed their assessments. However, in a situation where it is clear the assessment was “canned” or falsified, the dean may “hold for changes” and ask the faculty to meet with the school or assessment coordinator to improve the assessment.
5. If the dean has questions, they are encouraged to contact the assessment coordinator or the VPAA for support.