

**Draft Policy on Assessing Courses that are Not Offered**

The following is a policy on addressing classes that were not offered during the scheduled assessment semester. The purpose of this policy is to streamline the process by which SLO assessments are shifted from one semester to the next, while also ensuring that departments are regularly reviewing their curriculum and course offerings.

- 1) 1<sup>st</sup> instance – shift to next semester
  - a. Dept Chair and Dean are notified that course is on SLO notice, and that assessment semester was shifted. Dept chair can respond that they would prefer it to be shifted to a different semester.
  - b. Example – MATH V77 is scheduled for assessment in fall 2020. However, it was not offered in fall 2020. So, its scheduled assessment semester is shifted to spring 2021.
  
- 2) 2<sup>nd</sup> instance – shift to next semester
  - a. Dept Chair, Dean, VP of Academic Affairs, and Curriculum Committee Chair are notified that course is on SLO watch list.
  - b. Dept chair develops plan to address issue through curriculum process
  - c. Example – After being shifted to spring 2021, MATH V77 is not offered again during its scheduled assessment semester. So, its scheduled assessment semester is shifted again to fall 2021.
  
- 3) 3<sup>rd</sup> instance – shift to next semester
  - a. Dept Chair, Dean, VP of Academic Affairs, and Curriculum Committee Chair are notified that department meets “No SLO, No Dough” criteria
  - b. Dept chair develops plan to address issue through curriculum process
  - c. Example – After being shifted again to fall 2021, MATH V77 is not offered again during its scheduled assessment semester. So, its scheduled assessment semester is shifted again to spring 2022.

[Approved by the College Outcomes Group on 3/9/2021]