

# SSLO Active

Unit Name	Program Level Outcome (PLO)
Dept AS - Catalog/Curriculum Office	<p>Faculty knows the college's curriculum submission process through correctly completing all necessary paperwork and using ECMS to create and/or a revise a course, and submitting their courses by the curriculum deadline.</p> <p>Students able to find accurate course information in the course catalog.</p>
Dept AS - Equity and Social Justice	<p>Faculty, staff, and students will develop culturally responsive skills to communicate, critically reflect and work well with people from a variety of cultural backgrounds and understand the social processes that lead to inequality and learn solutions to address inequality.</p> <p>Revised AUO: Equity Core Teams and select faculty will receive intensive training on equity pedagogy and culturally humble practice. This group of practitioners will complete a training of trainers program and serve as support staff to select divisions.</p> <p>Faculty will engage students in evidence-based and culturally humble praxis that support their individual persistence and success at rates with no more than a 5% difference between racial and ethnic categories.</p> <p>Select faculty, classified professionals, and Deans will participate in EO Level 1 and 2 training and articulate the importance of EO work on campus and hiring committees.</p>
Dept AS - Honors	<p>Students feel satisfied that the Honors Program assisted them in transferring to a 4-year institution of their choice.</p>
Dept AS - Institute for Community and Civic Engagement	<p>Faculty and staff and administrators will understand how to promote civic engagement for equity and social justice as an important part of their work</p>
Dept AS - Learning in Communities	<p>Faculty will engage in well-coordinated and organized staff development activities related to curriculum integration and pedagogical best practices.</p> <p>Students will participate in learning community classes with integrated curriculum, that will improve their persistence and success.</p> <p>Students will recognize the benefits in improving their speaking, writing, reading and social interaction skills through participation in the learning community.</p>
Dept AS - Office of Staff and Organizational Development	<p>Classified Professionals, Managers, and Student Employees will participate together in the Service Excellence Program to create a respectful, high quality, and consistent service experience that will strengthen connections, contribute to the campus equity practices, and support our students on their pathway to success.</p> <p>Conference Funding: Using the conference funds guidelines, participants will identify the components of a successfully completed conference application, recognize relevant deadlines, and complete the funding cycle by submitting a completed trip voucher and required receipts for reimbursement.</p> <p>New employees participating in orientation will demonstrate an understanding of the climate, culture and vision of De Anza College and feel personally aligned with its mission, identify opportunities for future engagement with the campus community understanding both the expectations and the value of their contributions, and recognize professional development and college resources that will support them through their probation period or tenure.</p>

Unit Name	Program Level Outcome (PLO)
	Professional Development: Participants will meet the stated outcome of a professional development activity that they have selected (technology, teaching, and administrative and cultural competence) relevant to their own skill development goals.
Dept AS - Scheduling Office	Division deans/schedulers should know how to use the various scheduling technological systems: SIS, Banner, Footnote system, etc., and know how to build the quarterly class schedule accurately through understanding of the college course catalog, Title 5, academic programs at the college (LINC, Honors, Civic Engagement, Sankofa, FYE, etc), and college/district policies (concurrent enrollment, FA contract, disability, etc).
	Produce the quarterly class schedule on time and accurately.
Dept FCO - (CO) Bookstore & Printing Services	<p>Employees will report that printing projects are produced in a timely manner and at pricing that is competitive with outside commercial businesses.</p> <p>Financial statements will evidence that the bookstore is self-supporting.</p> <p>Student will acknowledge that the bookstore is a main source of student jobs available to international students on campus.</p> <p>Students and employees will report that Printing Services offer a comprehensive array of printing and finishing options.</p> <p>Students and staff will report that the Printing Services staff is courteous and responds to questions in an informative manner.</p> <p>Students will report they can obtain all of their textbooks and supplies at any given point.</p> <p>Students will state that they are able to find options with textbook pricing and delivery.</p>
Dept FCO - (CO) College Operations	Staff will report the Office of Educational Resources supports an enhanced learning environment when it performs facilities planning; space allocations; staff moves/relocations, furniture selection and procurement, signage, disposal of confidential records, request and distribution of keys, campus carpool processes, and emergency preparedness planning.
Dept FCO - (CO) Custodial	<p>Students and staff will report that classrooms, restrooms, common areas and offices are clean.</p> <p>Students and staff will report the custodial crew is courteous and provides assistance, when asked.</p>
Dept FCO - (CO) Dining Services	<p>Outside organizations and groups who rent facilities in the Campus Center will report that their request was responded to in a timely manner, the staff was helpful and pleasant and the facility was clean and equipment available and operable.</p> <p>Produce high quality customized salad tossed to order for students, staff &amp; Faculty.</p> <p>Provide high quality inexpensive Asian Foods , Vietnamese Pho, Japanese Ramen and Chicken Teriyaki</p> <p>Students and employees will report that they are able to utilize the conference rooms in the Campus Center in an equitable manner and the staff they interact with are helpful and pleasant.</p> <p>Students and employees will report they are able to purchase high quality food at or below cost of outside food venues.</p>
Dept FCO - (CO) Facilities Rental	Outside organizations and groups will report that requests for facility usage are responded to in a pleasant and timely manner, that events are coordinated effectively and efficiently and the facilities are clean and equipment is in working order.
Dept FCO - (CO) Grounds	<p>Students and employees will report the campus grounds are aesthetically pleasing and walkways are clear of garden debris.</p> <p>Students and staff will report the grounds crew is courteous and provides assistance, when asked.</p>

Unit Name	Program Level Outcome (PLO)
Dept FCO - (CO) Postal Services	Faculty and staff will report that Postal Services processes mail in a courteous and timely manner.
Dept FCO - (Fin) Budget and Personnel	<p>All faculty will know how to find their CWID and understand the importance of including it on all payroll forms. (Active)</p> <p>Do DASB/Club students know that there is a process for fundraising and do they know where to find the fundraising form?</p> <p>Faculty and staff will feel more self-reliant when they have the tools to assist them with their campus payroll concerns.</p> <p>Financial managers need to be able to review and manage their own budgets.</p>
Dept FCO - (Fin) Cashier	<p>Students will report the installment payment plan is helpful in pursuing their academic goals.</p> <p>Students will report their inquiries are handled by phone, email or in person in a timely manner.</p> <p>Students will report tuition and fees, payment and refund policy, payment methods and options are well communicated with students via our college website or MyPortal.</p>
Dept FCO - (Fin) VP of Finance & College Operations	Data from submissions will reflect that every contract sent to the district for review and approval will have the required routing sheet attached.
Dept FCO - Child Development Center	<p>Students will be introduced to the activities to advocate for young children's well being.</p> <p>Students will develop teaching skills to teach in the classroom in the field of Early Childhood Education.</p> <p>Students will receive adequate materials while gaining practicum experience with their Child Development mentor teachers while utilizing, handouts, reading materials as well as videos and photos.</p> <p>Students will report that CDC demonstrates high level/quality Early Childhood Education.</p> <p>Students will report that the Child Development facility demonstrates best learning environment for both college students who study Child Development as well as children who are enrolled in the laboratory child development center.</p> <p>Students will work in the classroom that consists of the children from diverse ethnic, cultural, and socio-economical backgrounds.</p> <p>The CDC</p>
Dept INST - (CIRP) College Institutional Research & Planning	I would like college programs to embed goal setting and evaluations into their planning process in order to gauge and communicate their program success.
Dept SS - (A&R) Admissions	I would like to see more faculty, staff, programs know where and how to access Data Mart and Online Inquiry Tool (new tool; expected launch date winter 2016) so they become more self-sufficient, empowered, and comfortable with data.
Dept SS - (A&R) Admissions	<p>Faculty MyPortal Questionnaire - Faculty will be able to access important information about deadlines and MyPortal functionality and meet compliance.</p> <p>In order to provide equitable and quality service to all constituents, Admissions &amp; Records will provide training to staff members regarding current legislation affecting admissions &amp; records functions. This training will include the various uses of technology to better assist students and streamline effective work processes.</p> <p>Post Survey for Student Workers - Students who had worked at the front counter and in Admissions for several quarters, and were transferring, were given a post-survey to determine their knowledge of specific Admissions-related functions/rules.</p>
Dept SS - (A&R) Assessment	Students will make decisions about what placement test to take utilizing information from their educational history.
Dept SS - (A&R) Evaluation	Students will be able to identify the process for requesting an IGETC/GE Breadth Certificate to transfer.
Dept SS - (A&R) Veterans	<p>Degree Works Knowledge from Intake - This survey assesses how much new Vets students know about Degree Works.</p> <p>The Veterans Services Office program expects to service 10% more students and improve course completion rates by 2%</p>
Dept SS - (Couns) Articulation / Transfer Services	Faculty will demonstrate knowledge of articulation guidelines by developing curriculum appropriate for UC transfer, CSUGE, and/or IGETC.

Unit Name	Program Level Outcome (PLO)
	<p>Students will successfully access TAA/TAG information and will demonstrate knowledge of TAA/TAG requirements by developing and securing approved contracts.</p> <p>Students will utilize the transfer listserv and receive transfer updates.</p> <p>Students will utilize the Transfer Planning Web site to access articulation and transfer information.</p>
Dept SS - (Couns) Counseling / Matriculation (Hybrid)	<p>As a result of an advising session, students will be able to identify academic, career, and or personal goals, as well as identify course(s) and services on and off campus toward achieving these goals. For those students who may be in crisis, they will be seen by a counselor within 15 minutes.</p>
Dept SS - (Couns) International Student Program	<p>Incoming new international students will be aware that in ISP orientation program provides information on such topics as: health, banking, transportation, housing, immigration, cultural adjustment, and medical insurance.</p> <p>International students understand that there are specialized International Student Counselors housed within ISP who can provide personal, academic, career, and transfer counseling.</p> <p>International students understand that they need to comply with the state rules and regulations mandated by the Department of Homeland Security/SEVIS and maintain full-time enrollment and legal F-1 status.</p> <p>International students will complete the transfer process to other U.S. institutions by following SEVIS rules and procedures determined by SEVIS and complete the EXIT form prior to leaving De Anza College for which student data is compiled and recorded.</p>
Dept SS - (Couns) PUENTE	<p>Students will understand the process of international student admission and application</p> <p>PUENTE student will participate in the three components of Puente.</p> <p>PUENTE students will develop a Student Education Plan (SEP) that has as its goal to transfer to a four-year college or university.</p> <p>PUENTE students will explore possible transfer institutions and specific requirements at the college/university of their chosen major</p>
Dept SS - (Couns) Student Success and Retention Services	<p>All Program participants will appraise/evaluate multi-culturally competent counseling and advisement services given by SSRS staff and faculty.</p> <p>All Program participants will complete a HUMA 20 "Life skills in Higher Education" course within their 1st year with SSRS.</p> <p>All Program participants will complete a quarterly updated Educational Plan that supports their identified educational objectives.</p> <p>All Program participants will complete basic skills course sequences in Language Arts and/or Math during their first year of enrollment with SSRS.</p> <p>All program participants will construct a plan for transfer and/or associate's degree at De Anza College.</p>
Dept SS - (Couns) Transfer Center	<p>After completion of a Transfer Center Assist information session, the student will be able to successfully navigate the Assist. Org website for articulation agreements, major requirements, General Education requirements, Course equivalencies, and explore major functions</p> <p>By attending a UC Application workshop students will report an increase in their knowledge and skills for completing the UC online application.</p> <p>Student will be able to state their transfer goal and complete a Student Educational Plan (SEP) after an appointment with a Transfer Center Counselor and or Advisor.</p> <p>Students who attended the Transfer Center CSU application workshop, will understand the procedures involved in the online application process, and will submit a completed CSU on-line application.</p>
Dept SS - (DSPS) Adapted Physical Education (Hybrid)	<p>Within the context of their disability, students will state that his/her physical and psycho-social well-being has been positively affected through their participation in the Adapted Physical Education courses.</p>

Unit Name	Program Level Outcome (PLO)
	Within the context of their disability, students will state that the accommodations they received in the Adapted Physical Education program have afforded them equal and effective access and participation in Physical Education activities.
Dept SS - (DSPTS) Disability Support Services (Hybrid)	Students will demonstrate effective decision making behaviors in using DSS services and effective communication abilities.
Dept SS - (DSPTS) Educational Diagnostic Center (Hybrid)	The Educational Diagnostic Center (EDC) provides and promotes a motivate and supportive learning environment that encourages students with learning disabilities to be cognitively aware of their learning strengths and weaknesses, to identify and utilize the accommodations and services that are appropriate to their learning needs, and to effectively self monitor their academic acheivement and progress.
Dept SS - (DSPTS) HOPE (Hybrid)	The HOPE-DeAnza program challenges students to identify and discuss vocational goals and develop the abilities needed to meet their goals as contributing members of their community.
Dept SS - (SD) College Life	Students involved in DASB leadership will demonstrate improved skills in conflict management, meeting management, communication, and budgeting.
	Students involved in DASB leadership will identify and improve their leadership styles.
Dept SS - (SD) Extended Opportunity Program and Services	Students will demonstrate and understand EOPS program participation requirements, policies, and procedures (revised 2.23.10)
	Students will identify and demonstrate essential skills necessary to accomplish their academic goals (Revised 5/17/10)
Dept SS - (SD) Health Services	Students will be able to access Student Health Services for information, resources and treatment to stay on campus to complete their school day.
	Students will demonstrate healthy sexual behavior
	Students will identify where Health Services is located on campus and identify at least three services provided.
	Students will improve their ability to recognize suicide contemplation warning signs, and will demonstrate an enhanced understanding of steps they can personally take to help save lives.
	Students will utilize wellness resources in Student Health Services to allow themselves to make health choices during their current school day.
Dept SS - (SD) Psychological Services	Improved mental health as a result of receiving psychological counseling provided by the Psychological Services Department.
	The Psychological Services Department will create two forms, signed separately by students, that specify the terms under which services are provided to students.
Dept SS - (SSLO) Tutorial Example	After completing the TracDat training, students will be able to navigate TracDat and record their outcomes/assessment information into the appropriate fields.
Dept SS - Financial Aid	After visiting the financial aid website students and prospective students should be able to initiate a financial aid application and investigate the various sources of aid available through this office.
	FHDA faculty, staff and administrators wishing to participate in the scholarship selection process will volunteer, be trained, and successfully rate student scholarship applicants on their match to advertised criteria.
	FHDA students seeking additional funding to help pay college costs will find the scholarship offerings, identify scholarships which match their academic qualifications, and successfully complete a scholarship application for consideration.
Dept SS - Occupational Training Institute	OTI students will learn, acquire, and identify skills necessary to create a plan to achieve a sustainable career.
	Students will demonstrate the ability to use appropriate interviewing skills, and write a good resume (4/28/11 pending DARE decision)
	Upon completion of intake and orientation CalWORKs students will be able to demonstrate their ability to identify and access resources and services available to them De Anza College and surrounding community.
	Upon completion of intake and orientation CalWORKs students will be able to demonstrate their ability to identify and access

Unit Name	Program Level Outcome (PLO)
	<p>services available through the Financial Aid system.</p> <p>Upon completion of the CalWORKs program at Foothill and/or DeAnza College, 85% of the students will have participated in one or more employment related activity.</p>
Dept SS - Outreach and Relations with Schools	<p>Application Workshop: Prospects will demonstrate the ability to complete the online college application.</p> <p>Campus Tour: Visitors will demonstrate knowledge about the enrollment process</p> <p>Campus Tour: Visitors will demonstrate overall increased awareness about the college</p> <p>Classroom Presentation: Students will demonstrate knowledge about college programs and services</p> <p>Classroom Presentation: Students will demonstrate knowledge about how to apply for financial aid</p>
PHASED OUT: Dept FCO - (CO) Printing Services	<p>Classroom Presentation: Students will demonstrate knowledge about the enrollment process: eligibility, application, orientation, placement tests, and registering for classes.</p> <p>Employees will report that printing projects are produced in a timely manner and at pricing that is competitive with outside commercial businesses.</p>
	<p>Students and employees will report that Printing Services offer a comprehensive array of printing and finishing options.</p>
PHASED OUT: Dept FCO - (Fin) Payroll	<p>Students and staff will report that the Printing Services staff is courteous and responds to questions in an informative manner.</p> <p>All faculty will know how to find their CWID and understand the importance of including it on all payroll forms.</p>
	<p>Faculty and staff will feel more self-reliant when they have the tools to assist them with their campus payroll concerns.</p>
PHASED OUT: Dept FCO - Technology Resource Group	<p>Faculty and staff will learn from Campus Payroll personal contact, phone and email, and through workshops and trainings the correct processes needed to complete timely payroll and minimize the request for untimely special checks that are out of the normal pay cycle and retro pay due to late acknowledgment of faculty contracts.</p> <p>Distance Learning students will perceive that the Distance Learning technologies used for their course are well supported, easy to access and are available when needed.</p>
	<p>Students and faculty will perceive that De Anza's customized multi-media classrooms and audio/video production facilities are well supported and are designed to meet the specialized needs of their course.</p>
	<p>Students, faculty and the community will perceive and report that the De Anza website is well designed, easy to navigate and delivers important, up to date information.</p>
Distinct Count:44	<p>Students, faculty and the community will perceive that all of the above technologies and services are created and delivered with consideration for all cultural and ethnic groups and will meet the needs of those with disabilities.</p> <p>Count:122</p>