

CurricUNET Tutorial

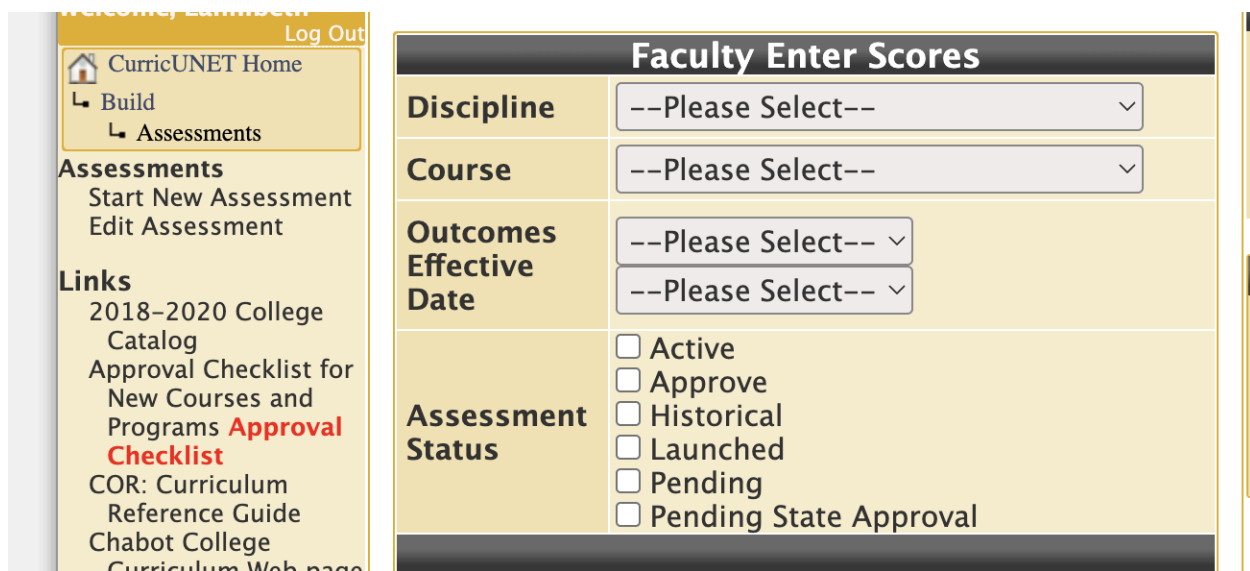
Program Learning Outcomes (PLO) Entry

1. Create Assessment
 - a. Select 'Outcomes Assessment' on the Homepage under build menu



The screenshot shows the CurricUNET homepage. On the left is a navigation menu with categories: Admin (Issues, Users, Look-up Data, Approval Process, Reports, Extract), Prefs (Personal Info, Notification), Build (Courses, Programs, Outcomes Assessment), Track (My Proposals, My Approvals, All Proposals), and Reports/Interfaces. The main content area features a banner for Chabot College with a photo of a doctor and the text 'Reach your goal'. Below the banner is the heading 'Curriculum Committee'.

- b. Under Assessments, Select 'Start New Assessment' only if you are the lead who is setting up the program so other instructors can enter data in addition to entering your own



The screenshot shows the 'Faculty Enter Scores' form. The left navigation menu is updated to show 'Assessments' (Start New Assessment, Edit Assessment) and 'Links' (2018-2020 College Catalog, Approval Checklist for New Courses and Programs, Approval Checklist, COR: Curriculum Reference Guide, Chabot College Curriculum Web page). The main form has the following fields:

Faculty Enter Scores	
Discipline	--Please Select--
Course	--Please Select--
Outcomes Effective Date	--Please Select--
Assessment Status	<input type="checkbox"/> Active <input type="checkbox"/> Approve <input type="checkbox"/> Historical <input type="checkbox"/> Launched <input type="checkbox"/> Pending <input type="checkbox"/> Pending State Approval

2. Main Page

- a. Under Outcome Type, select 'PLO'

CHABOT COLLEGE
CurricUNET
CURRICULUM, COURSE OUTLINES & PROGRAM REVIEW

Welcome, Lannibeth [Log Out](#)

[CurricUNET Home](#)
[Build](#)
[Assessments](#)

Assessments
[Start New Assessment](#)
[Edit Assessment](#)

Links
[2018-2020 College Catalog](#)
[Approval Checklist for New Courses and Programs **Approval Checklist**](#)
[COR: Curriculum Reference Guide](#)
[Chabot College Curriculum Web page](#)
[Faculty Program Development Steps](#)
[OAC Training Videos](#)
[OAC Web Page](#)
[Program and Course Approval Handbook \(PCAH\) 7th Ed](#)
[Taxonomy of Programs \(TOP Codes\)](#)

Start New Outcome

Title
(Do not fill out. This will auto-populate after adding Course info below)

- Spring 20-21 ?

Outcome Type*
 SLO
 PLO

Outcomes Effective Date*
Spring 20-21 ?

Proposal Type*
New Outcome Assessment ?

Program

Discipline*
ADMJ - Administration of Justice ?

Program*
--Please Select-- ?

[OK](#) [Cancel](#)

Legend
? Help
* Indicates Required Field

Help
There is currently no help available for this page.
[Edit](#) [More](#)

currUNET

- b. Under Outcomes Effective Data drop down, the select semester and academic year for the assessment.

CHABOT COLLEGE
CurricUNET
CURRICULUM, COURSE OUTLINES & PROGRAM REVIEW

Welcome, Lannibeth [Log Out](#)

- CurricUNET Home
- Build
 - Assessments

Assessments

- Start New Assessment
- Edit Assessment

Links

- 2018-2020 College Catalog
- Approval Checklist for New Courses and Programs **Approval Checklist**
- COR: Curriculum Reference Guide
- Chabot College Curriculum Web page
- Faculty Program Development Steps
- OAC Training Videos
- OAC Web Page
- Program and Course Approval Handbook (PCH) 7th Ed
- Taxonomy of Programs (TOP Codes)

Start New Outcome

Title
(Do not fill out. This will auto-populate after adding Course info below)

- Spring 20-21

Outcome Type* SLO PLO

Outcomes Effective Date* Spring 20-21

Proposal Type* New Outcome Assessment

Program

Discipline* ADMJ - Administration of Justice

Program* --Please Select--

Legend

[? Help](#)
* Indicates Required Field

Help

There is currently no help available for this page.

currUNET

- c. Under Program, Discipline dropdown, select the Discipline

CHABOT COLLEGE
CurricUNET
CURRICULUM, COURSE OUTLINES & PROGRAM REVIEW

Welcome, Lannibeth [Log Out](#)

- CurricUNET Home
- Build
 - Assessments

Assessments

- Start New Assessment
- Edit Assessment

Links

- 2018-2020 College Catalog
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Start New Outcome

Title
(Do not fill out. This will auto-populate after adding Course info below)

- Spring 20-21

Outcome Type* SLO PLO

Outcomes Effective Date* Spring 20-21

Proposal Type* New Outcome Assessment

Program

Discipline* ADMJ - Administration of Justice

Program* --Please Select--

Legend

[? Help](#)
* Indicates Required Field

Help

There is currently no help available for this page.

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- d. Under Program, course dropdown, select the active degree or certificate to be assessed. (Each one must be assessed separately)

CHABOT COLLEGE CurricUNET
CURRICULUM, COURSE OUTLINES & PROGRAM REVIEW

Welcome, Lannibeth

Start New Outcome

Title (Do not fill out. This will auto-populate after adding Course info below)

Outcome Type* SLO PLO

Outcomes Effective Date* Spring 20-21

Proposal Type* New Outcome Assessment

Program

Discipline* ADMJ - Administration of Justice

Program* --Please Select--

- Administration of Justice - Associate in Arts (Active) -- Fall 2021 (881)
- Administration of Justice - Associate in Arts (Historical) -- (257)
- Administration of Justice - Associate in Science for Transfer (AS-T) (Active) -- Fall 2021 (902)
- Administration of Justice - Associate in Science for Transfer (AS-T) (Historical) -- (421)
- Community and Organizational Leadership in the Justice System - Certificate of Achievement (Approved) -- Fall 2022

Verify information, select 'OK' at the bottom, this will create the assessment.

- e. Check all PLOs listed for the program

CHABOT COLLEGE CurricUNET
CURRICULUM, COURSE OUTLINES & PROGRAM REVIEW

Welcome, Lannibeth

Assessment Information

Title * Administration of Justice - Associat

Outcome Type * SLO PLO

Outcomes Effective Date * Spring 20-21

Exempt from Assessment

PLO

Discipline * ADMJ - Administration of Justice

Program * Administration of Justice - Assoc

Outcome * Evaluate and analyze administration of justice issues and topics using knowledge of the institutions and processes of the justice system. Understand the interdisciplinary nature of the justice system and the varying perspectives of the liberal arts and sciences as related to law enforcement, courts, and corrections.

Created On * 05/20/2022 (mm/dd/yyyy)

Save Cancel

Assessment Checklist

Main

- Assessment
- Reflection
- Planning & Impact

Legend

- Spell Check
- Help
- Edit
- Delete
- Move Item Up
- Move Item Down
- * Indicates Required Field

Help

There is currently no help available for this page.

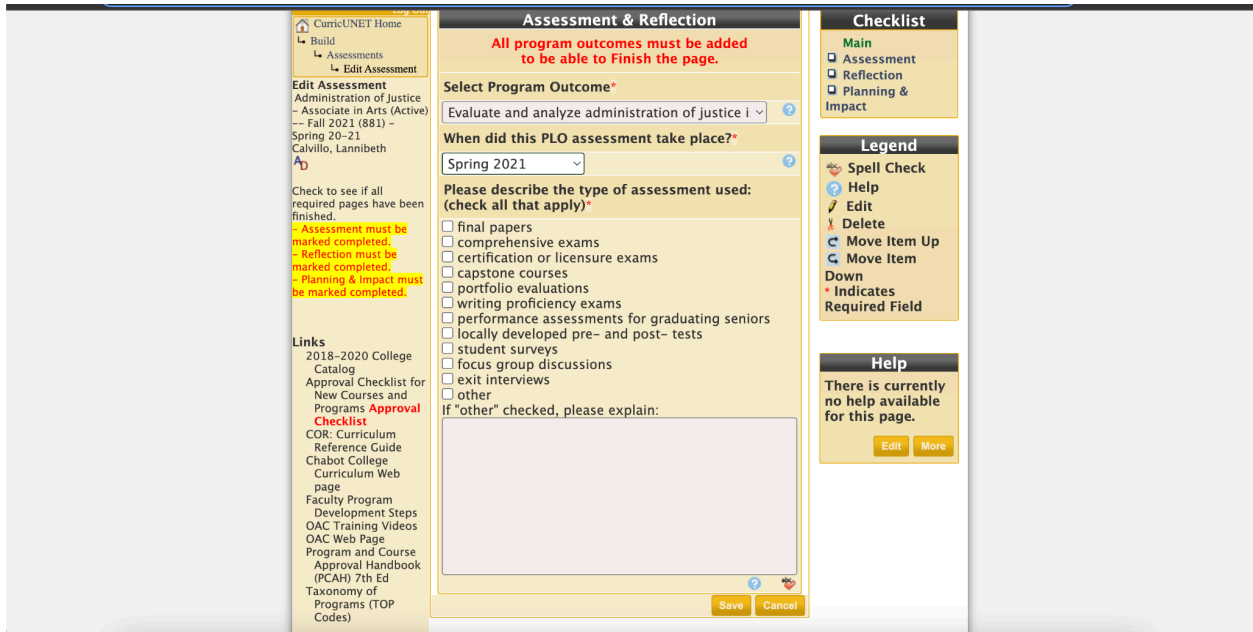
Edit More

3. Assessment

A drop down will appear with all the PLOs that are listed on the program. To enter your data, select the first PLO (this will need to be repeated for each PLO)



For each PLO, please indicate the semester the outcome was assessed and assessment(s) that were used for the specific outcome.



Click the 'save' button after you complete the information for each PLO. The green checkmark will appear next to the Assessment tab of the checklist.

4. Reflection

The screenshot shows the 'Reflection' section of the CurricUNET interface. The main heading is 'CHABOT COLLEGE CurricUNET CURRICULUM, COURSE OUTLINES & PROGRAM REVIEW'. Below this, the user is logged in as 'Lannibeth'. The central form area is titled 'Reflection' and contains the question: 'Based on your PLO assessments, which PLO(s) are students doing well on and which PLO(s) are students finding more difficult to achieve?'. There are two text input fields for responses. Below the second field, instructions state: 'Describe 2-4 key findings (e.g., program strengths, weaknesses, equity gaps, need for communication with other programs in order to align schedules/requirements, etc.) Where applicable, include what data/evidence from your assessment or experiences leads you to believe this is a key finding.' At the bottom of the form are 'Save', 'Cancel', and 'Finish' buttons. On the right side, there is an 'Assessment Checklist' with checkboxes for 'Main', 'Assessment', 'Reflection', and 'Planning & Impact'. Below that is a 'Legend' section with icons for 'Spell Check', 'Help', 'Edit', 'Delete', 'Move Item Up', and 'Move Item Down'. At the very bottom right, a 'Help' section states: 'There is currently no help available for this page.'

Once you complete your responses to the questions, click 'save' and then 'finish' at the bottom of the page. The green checkmark will appear next to the reflection tab of the checklist.

5. Planning & Impact

CurricUNET Home
 Build
 Assessments
 Edit Assessment

Edit Assessment
 Administration of Justice
 - Associate in Arts (Active)
 -- Fall 2021 (881) --
 Spring 20-21
 Calvillo, Lannibeth

Check to see if all required pages have been finished.
 - Assessment must be marked completed;
 - Reflection must be marked completed;
 - Planning & Impact must be marked completed.

Links
 2018-2020 College Catalog
 Approval Checklist for New Courses and Programs
 Approval Checklist
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Planning & Impact

Past Assessment: What changes or improvements have you made in the past based on outcomes assessment? How did/do you believe the changes impacted students and your program?*

Past Assessment: The assessment data that was gathered led to changes/improvements in...*

- course readings/assignments
- capstone readings/projects/assignments
- course evaluation/rubrics
- facilities
- equipment
- the ways we provide student support
- professional development opportunities for instructors and/or classified professionals
- no changes
- other

If "other" checked, please explain:

Current Assessment and Future Planning: Based on the lessons from your current PLO assessment(s), what are you planning to start doing, stop doing, or change in order to continuously improve your program?*

Checklist

- Main
- Assessment
- Reflection
- Planning & Impact

Legend

- Spell Check
- Help
- Edit
- Delete
- Move Item Up
- Move Item Down
- Indicates
- Required Field

Help

There is currently no help available for this page.

Edit More

Save Cancel Finish

Once you complete your responses to the questions, click 'save' and then 'finish' at the bottom of the page. The green checkmark will appear next to the reflection tab of the checklist.

6. **Submitting your assessment:** the submit button will appear on the left side of the page once all items have been completed on the checklist. Once you click 'submit' the assessment will be completed. You will not be able to make any changes.

The screenshot displays the Chabot College CurricUNET interface. At the top, it says "CHABOT COLLEGE CurricUNET CURRICULUM, COURSE OUTLINES & PROGRAM REVIEW". The user is logged in as "Lannibeth Calvillo". The main content area is titled "Planning & Impact" and contains three assessment sections:

- Past Assessment: What changes or improvements have you made in the past based on outcomes assessment? How did/do you believe the changes impacted students and your program?*** This section has a text input field with the word "test" entered.
- Past Assessment: The assessment data that was gathered led to changes/improvements in...*** This section includes a checklist:
 - course readings/assignments
 - capstone readings/projects/assignments
 - course evaluation/rubrics
 - facilities
 - equipment
 - the ways we provide student support
 - professional development opportunities for instructors and/or classified professionals
 - no changes
 - other
 Below the checklist is a text input field for explaining "other" items, with "test" entered.
- Current Assessment and Future Planning: Based on the lessons from your current PLO assessment(s), what are you planning to start doing, stop doing, or change in order to continuously improve your program?*** This section has a text input field with "test" entered.

On the left sidebar, there is a "Submit" button. On the right sidebar, there is an "Assessment Checklist" with "Planning & Impact" checked, and a "Legend" section with various icons and a "Help" section stating "There is currently no help available for this page."