How to use the Institutional Excellence Website as a tool for:

1. SLO Assessment – determining which SLO’s to assess, when to assess them
2. PLO Assessment – determine when to assess them
3. Modifying your departments 6 year assessment schedule
4. Downloading the current SLO assessment template
5. Downloading the current PLO assessment template
6. Downloading the program annual Template
7. Downloading the current syllabus template (future enhancement)
8. Viewing SLO tutorials
9. Uploading your completed SLO assessment
10. Uploading your completed PLO assessment
11. Uploading your modified 6 year assessment plan
12. Uploading your completed program annual review
13. Submitting your completed syllabus (future enhancement)

Log on to http://www.vvc.edu/offices/cfie/

You will see below
Click the Student Program Outcomes [http://www.vvc.edu/offices/cfie/slos.shtml](http://www.vvc.edu/offices/cfie/slos.shtml)
you will see

Note you will see a drop down menu, pick your department and hit GO and you will see all the SLO’s for all the courses your department is offering that semester BUT you only need to assess the ones marked with a red asterisk (these follow your six year plan)
Click on the Program Review Documentation [http://www.vvc.edu/offices/cfie/program-review-documents.shtml](http://www.vvc.edu/offices/cfie/program-review-documents.shtml)

You will find the template you will need, links to data you will need, and a link to upload your complete annual review.

If you need help:
HSPS Division SLO Coordinator: John Sweet

Contact information:  hspsslos@vvc.edu or Ext. 2426

SLO Coordinator Office Hours:

Days:  M/W

Time:  1:00 PM- 5:00 PM

Where:  Lower Campus; Building 64- Office 3