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## Action Project

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**Institution:** San Juan College  
**Submitted:** 2004-12-21                      **Contact:** Ron Jernigan  
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### Timeline:

Planned project kickoff date: --

Target completion date: --

Actual completion date: --

A. Give this Action Project a short title in 10 words or fewer:

Design and Refine Systems for Helping Students Learn

B. Describe this Action Project's goal in 100 words or fewer:

A major focus for refinement and integration of Common Student Learning Outcomes (CSLO). A CSLO matrix of subcategories and common understanding of behaviors for each CSLO that define the next more specific level of competency will be identified and communicated. Where and how measurement will be done will be included, with assessment targets to follow.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Helping Students Learn

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

While CSLOs (Common Student Learning Outcomes) have been defined, a complete integration of the outcomes into programs and courses, with measurements and targets has yet to be completed. A clear understanding of the expected performance behaviors in each level and area, with a published matrix needs to be identified and communicated for a common understanding of the outcomes expected of every successful SJC student.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

Learning Cabinet Schools/Faculty Student Services Learning Support

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

Learning Program Evaluation

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

Specific workgroups charged with this task: Assessment Committee Learning Cabinet Quality Student Learning Council Each will report and communicate the project's progress

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

Define subcategories and behaviors Integrate with each discipline and course Identify benchmark targets  
Define assessment strategies

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

Course and assessment matrix to evaluate student CSLO achievement completed Benchmarks and targets for CSLOs across curriculum and programs defined

J. Other information (e.g., publicity, sponsor or champion, etc.):

Identify subcategories for each CSLO Integration of CSLOs within courses Benchmarks and definition of CSLO targets

K. Project Leader and contact person:

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