

El Camino College Service Area Outcomes (SAO) Assessment Report	
<i>College Mission: El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.</i>	
SCA/Administrative Unit	Date of Report: <i>Enter the date this report was completed.</i>
SAO Statement(s)	<i>Enter a SAO # followed by a 2-3 word description of the SAO (e.g. "SAO #1 - Applying Career Knowledge "). Then, enter your complete SAO statement here.</i>
SAO is Aligned with Strategic Initiatives (check all that apply): A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/>	
SAO is Aligned with Institutional Learning Outcomes (check all that apply): ILO 1 <input type="checkbox"/> ILO 2 <input type="checkbox"/> ILO 3 <input type="checkbox"/> ILO 4 <input type="checkbox"/>	
Participants in SAO Assessment	<i>List all personnel who have been involved in this assessment.</i>
Method(s) Used To Measure SAO	<input type="checkbox"/> Data Analysis <input type="checkbox"/> Focus Group <input type="checkbox"/> Pre-/Post-Test <input type="checkbox"/> Survey/Questionnaire <i>Choose an item that most closely relates to your assessment method. In a sentence or two, describe the planned course SAO assessment.</i>
Target/Standard For SAO	<i>Describe the target you will use to determine success in your assessment. This target for student success should be based on a clear standard. For example: BASED ON PERCENTAGE – "It is expected that 85% of students will score 75% or above on the post-test." BASED ON RUBRIC – "It is expected that 75% of students will score 4 or above on the rubric for this SAO."</i>
Frequency/Timeline of Assessment	<i>Select the semester and year this SAO is scheduled to be assessed. You may select multiple semesters.</i>
Assessment Results and Analysis	<i>What are the results of your assessments? Provide the assessment data. Summarize the patterns observed in the data. What were the most important findings?</i>
Target Met/Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Was the target you set in the Target/Standard For SAO section met? Note: We have as much to learn from meeting our targets as we do in not meeting them. This process is about continuous improvement.</i>
Planned Actions as a Result of Assessment & Analysis	<i>If assessment results indicate any needed changes, describe them here. Describe any needed changes in delivery of services, any needed resources/support from the program/college, and any needed changes to the SAO process. For any Planned Actions, list the date you plan to have this action completed.</i>
Follow-Up on Previous Planned Actions	<i>Review any previous Assessment Data, Analysis, and Actions and compare to current Assessment Data and Analysis. Were the preceding Actions implemented? Describe any changes to student learning/behavior and any impact of the previous Actions. Have the Planned Actions been changed based on any new data or analysis? Have any additional Actions been added or implemented?</i>

You may attach any documentation related to the SAO and/or SAO assessment (e.g. rubric, survey questions) as a 'Related Document' in TracDat.

How to Use this Template: If you wish, you may fill out this template and transfer the information into TracDat once it is complete. This is a WORD document. Fields will expand as you type.

How to Log into TracDat: <https://elcamino.tracdat.com>. Use your ECC or Compton log-in and password.