August 22, 2013

Dear Faculty Member:

Thank you for agreeing to participate in the process of data collection for Institutional General Education Learning Outcomes (IGELO). Our objective is to obtain data on our students’ degree of personal growth and enrichment (i.e., appropriate student conduct, mental attitude, pursuit of goals).

Below is a step-by-step process you can follow:

1. Take with you this cover letter, rubric, and workshop attendance sheet.

2. Make announcements throughout the semester to your students about ELAC workshops targeted for personal or academic growth. Refer them to the links we have provided throughout our presentation or simply to the main ELAC webpage. You can decide whether you’d like their attendance to be required, extra credit, or volunteer. Provide students a copy of the workshop attendance sheet for them to complete and then collect them throughout the semester.

   This step will take about five minutes, twice or three times during semester.

3. At the end of the semester, complete the rubric for your class by reporting the total number of students who fit into each category. The way to do this would be to complete the rubric per student first and then report the totals in each cell. Turn the rubric and workshop attendance sheets in to the SLO office, G1-104, on or before Friday, 12/20. If the office is closed, you may slide it under the door or leave it in the mailroom for the Learning Assessment Coordinator.

   This step will take about 1 hour.

If you have any questions, you may contact this workshop’s facilitators, Arpi Festekjian (Psychology Faculty) or Michelle Hernandez-Payan (Counselor) at festeka@elac.edu or hernanmv@elac.edu, respectively. You may also contact Amanda Ryan-Romo (Learning Assessment Coordinator) at ryanroaj@elac.edu.

Thank you very much for your participation! 😊

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