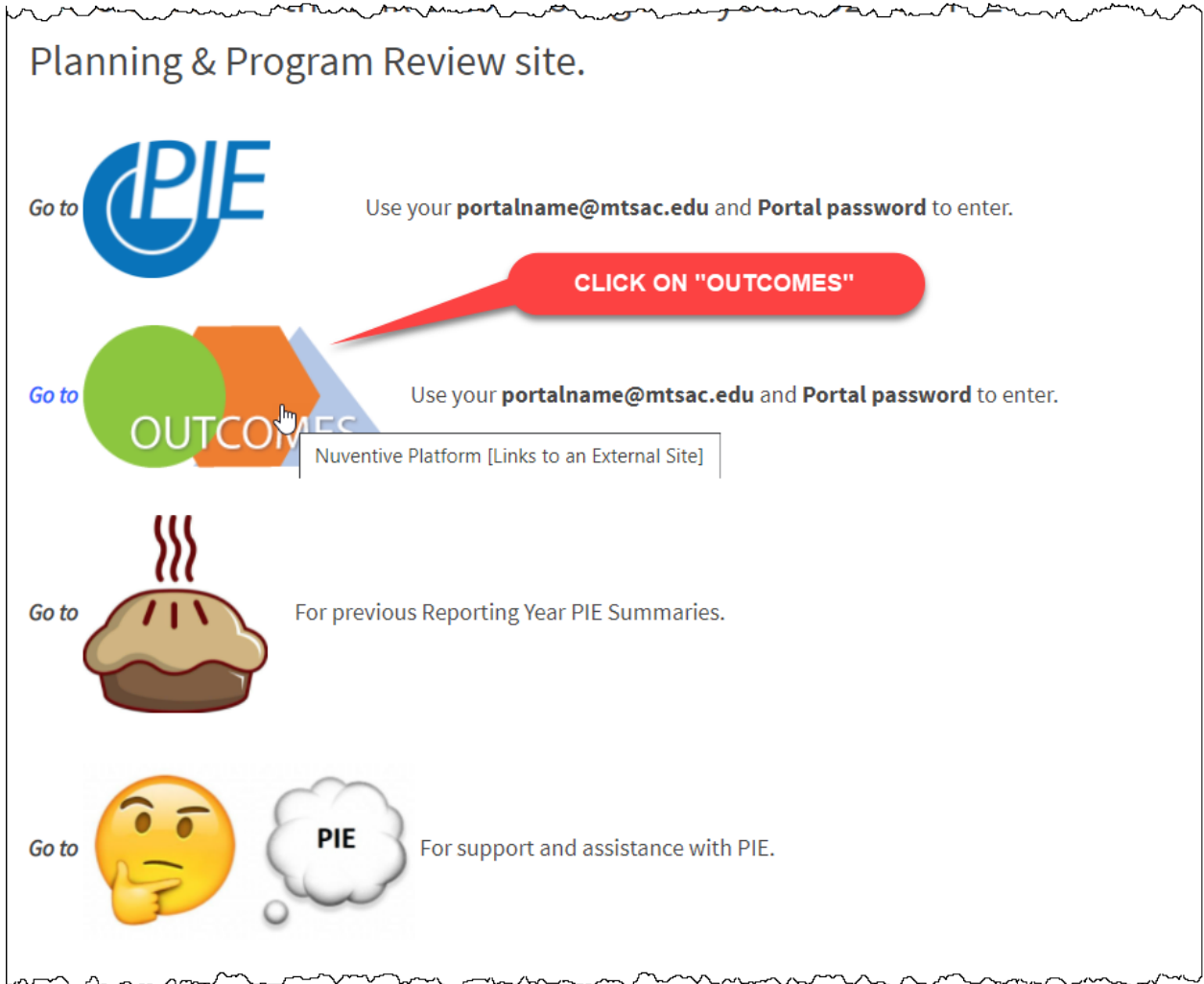


Entering SLO/PLO “Results” and “Summary of Data” - 2/2022

1. Go to PIE:
<https://www.mtsac.edu/governance/committees/pie/pie.html>

2. Click on “Outcomes”, as below:



3. Click on “Sign In”
a. Use your Mt. SAC Banner credentials

4. You will start on the “Accounting & Management” page, as below:

The screenshot shows the Nuventive Solutions interface. At the top, the header includes the Nuventive Solutions logo, the text 'Nuventive Improvement Platform Premier Edition', and a user welcome message 'Welcome, rjagodka@mtsac.edu!'. Below the header, the navigation bar contains 'Home' and 'Accounting and Management'. A red callout bubble points to the 'OUR A&M PAGE' link. Below the navigation bar, there is an information banner and a 'Unit Assessment Summary' table.

	Outcome Statement - SLO or AUO	Assessment Methods	Tasks	Summary of Data	Use of Results	Follow-Up
✓	Improvement of courses	0	0	0	0	0
✓	Development of course material	0	0	0	0	0
✓	Develop Course Websites	0	0	0	0	0
✓	Expand knowledge in disciplines	0	0	0	0	0
✓	Increase awareness of the Accounting and Management programs	0	0	0	0	0
✓	New Knowledge	1	0	4	3	0
✓	Motivation for Life-long Learning	1	0	4	3	0
✓	Future Professional Needs	1	0	4	3	0
✓	Levels of Discovery	0	0	0	0	0

5. Click on hamburger menu (top left)

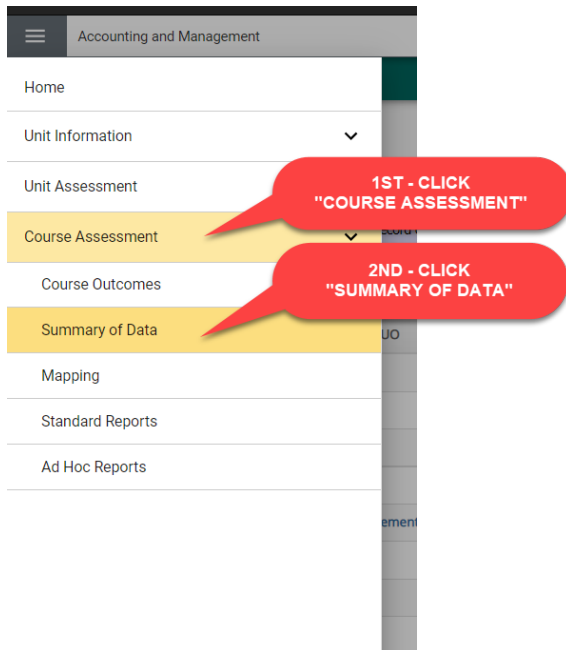
This close-up shows the top navigation bar. The Nuventive Solutions logo is on the left. To its right is the text 'Accounting and Management'. Below this is a dark green bar with the word 'Home'. At the bottom of this bar are four icons: a question mark, an information icon, a list icon, and a funnel icon. A red callout bubble points to the hamburger menu icon (three horizontal lines) on the far left of the navigation bar, with the text 'CLICK HAMBURGER MENU'.

Welcome to TracDat. This system is used by Mt. SAC to record outcomes and assessment results. Additional information please contact Kim-Leiloni (aka Loni) Nguyen, Faculty Outcomes Coordinator, at knguyen@mtsac.edu.

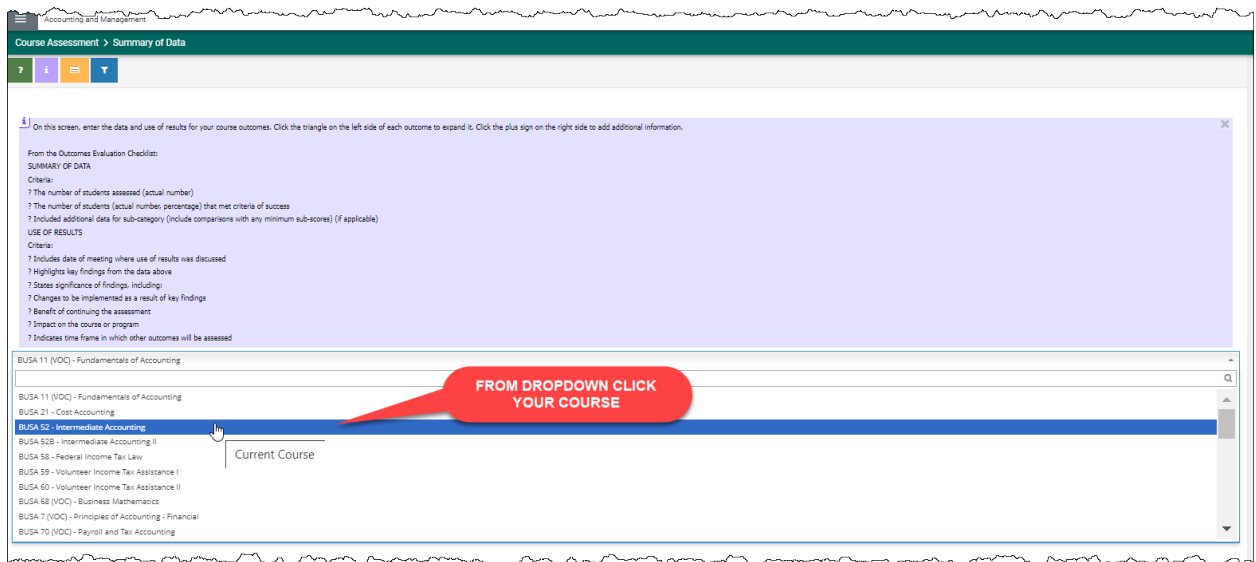
Unit Assessment Summary

	Outcome Statement - SLO or AUO	Assessment Methods
✓	Improvement of courses	

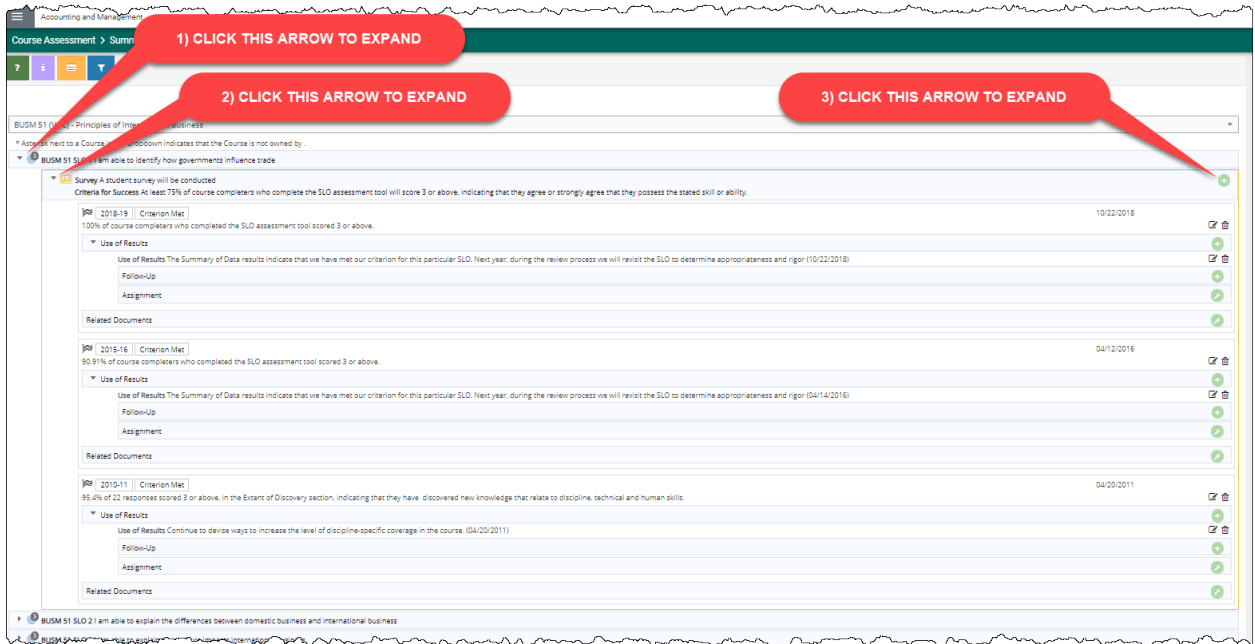
6. Select "Unit Assessment", then on the link for "Summary of Data", as below:



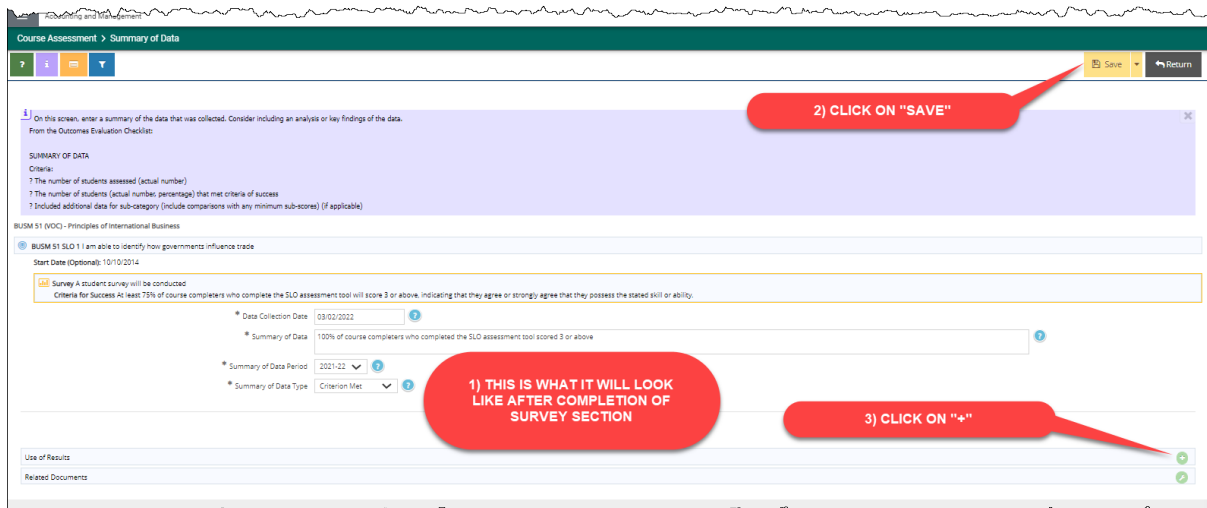
7. Select the course from the dropdown menu, as below:



- Click on the arrow to the left of SLO1 for this course, then the arrow for "Survey" (if it is not already expanded), then click on the green "+" on the right side, as below:



- As in the screenshot below,
 - Data Collection Date will autopopulate (no need to enter a date)
 - Enter in "Summary of Data" as follows:
 - "100% of course completers who completed the SLO assessment tool scored 3 or above." (use the actual percentage obtained from our SLO results for the course - https://consultapedia.com/slo/slo_results_name_comments_2019_2022.php)
 - Summary of Data Period: dropdown list, select "2021-22"
 - Summary of Data Type: if $\geq 75\%$ scored 3 or above, select "Criterion Met" from the dropdown
 - Click "Save" – yellow button (at top right of the page)
 - Click the green "+" to add "Use of Results" for that course SLO (see bottom right of screenshot)



10. After you click on the “+” to add “Use of Results” for the new survey you just created, you will see the screen as below,
- The “Use of Results Date” has already been populated for you
 - If the summary of data type is “Criterion Met”, then enter the following into “Use of Results”:
“The Summary of Data results indicate that we have met our criterion for this particular SLO. Next year, during the review process we will revisit the SLO to determine appropriateness and rigor.”
 - Then click “Save” – in yellow
 - Then click on “Return” twice (pause between clicks) to get back to the SLO # selection screen.

The screenshot shows a web form titled "Course Assessment - Summary of Data". At the top right, there are "Save" and "Return" buttons. A red callout box points to the "Save" button with the text: "2) CLICK ON 'SAVE'". Below the header, there is a large text area for "USE OF RESULTS" with a red callout box pointing to it: "3) CLICK ON 'RETURN' TWICE (PAUSE BETWEEN CLICKS) YOU WILL RETURN TO THE SCREEN SO YOU CAN SELECT SLO#2 FOR THE COURSE". Below this, there is a table with columns for "SLO", "Criterion Met", and "Date". A red callout box points to the "Use of Results" field in the table: "1) COPY THE VERBIAGE TO 'USE OF RESULTS'".

11. Complete Steps #8 through #10 (above) for each of the 3 SLOs for each course.

12. To start the PLO process, we need to first select the Program (certificate/Degree) from the dropdown, as illustrated below:

The screenshot shows a dropdown menu from the Nuventive Solutions platform. The menu lists various certificate and degree programs, such as "Certificate: Accounting - Computerized - L0503" and "Certificate: Business: International - Level I - E0527". A red callout box points to the "Certificate: Business: International - Level I - E0527" option with the text: "SELECT THE CERTIFICATE/DEGREE FROM THE DROPPDOWN LIST".

13. After we select the program (from the dropdown) we need to verify that the 3 “primary” SLOs for that program are correct, and already in the system.
 ** If it is a NEW course or NEW program (certificate/degree) you may need to enter this data. Please let me know and we will figure out how to do it ...

The screenshot shows the Nuventive Solutions web interface. At the top, the breadcrumb navigation reads "Certificate: Business: International - Level I - E0527". Below this is a "Home" section with navigation icons. A red callout bubble points to a dropdown menu with the text "1) SELECT THE CERTIFICATE/DEGREE FROM THE DROPDOWN". Below the dropdown is a welcome message from TracDat. The main content area features a "PLO Summary" table with the following data:

Program Outcomes	Assessment Methods	Tasks	Summary of Data	Use of Results	Follow-Up
✓ BUSM 51 - SLO 1			3	3	0
✓ BUSM 20 - SLO 1			2	2	0
✓ BUSS 36 - SLO 1			2	2	0

Below the PLO Summary table is a "Course Assessment Summary - Assigned" table with the following data:

Courses	Course Outcomes	Assessment Methods	Summary of Data	Use of Results	Follow-Up
▶ ✓ BUSM 20 (VOC) - Principles of Business	3	3	9	9	0
▶ ✓ BUSM 51 (VOC) - Principles of International Business	3	3	12	12	0
▶ ✓ BUSS 36 (VOC) - Principles of Marketing	3	3	9	9	0

A second red callout bubble points to the PLO Summary table with the text "2) CHECK THE TABLE (INSTRUCTIONS) TO ENSURE THAT THE 3 'PRIMARY' SLOs ARE LISTED CORRECTLY HERE".

The table below shows the 3 “primary” SLOs (and descriptions) for each PLO (Certificate/Degree). I checked that they match what is in the Nuventive system (as of 3/7/22):

Program	PLO #1	PLO #2	PLO #3
Bookkeeping (E0504)	BUSA 72 - SLO 1 I am able to explain the concept of double-entry accounting within the categories of asset, liability, owner's equity, revenue and expense account	BUSA 75 - SLO 1 I am able to use computerized accounting software to process accounting transactions	BUSA 72 - SLO 2 I am able to analyze business transactions, and journalize and post transactions to ledger accounts
Payroll (E0505)	BUSA 70 - SLO 1 I am able to identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment	BUSM 70 - SLO 2 I am able to calculate wages and withholding amounts in payroll problems	BUSM 70 - SLO 3 I am able to assemble payroll record keeping requirements for employers under current state and federal laws
Computerized Accounting (L0503)	BUSA 75 - SLO 2 I am able to process collections from customers and update accounts receivable.	BUSA 75- SLO 3 I am able to prepare financial statements	BUSA 76 - SLO 1 I am able to solve managerial accounting problems with Excel software
Financial Planning (L0599)	BUSA 7 - SLO 3 I am able to utilize accounting information including financial statements to perform financial statement analysis	BUSA 71 - SLO 1 I am able to develop a personal definition of financial success	BUSA 71- SLO 2 I know how to evaluate my own personal spending patterns and create my own personal budgets
Managerial Accounting (L0533)	BUSA 8 - SLO 1 I am able to explain the role of the managerial accountant and describe the uses of managerial accounting information	BUSA 8- SLO 2 I am able to distinguish between product and period costs and explain which of these costs are shown on the balance sheet and which costs are shown on the income statement	BUSA 8 - SLO 3 I am able to describe a job order cost accounting system and explain how manufacturing costs flow through the inventory accounts of the balance sheet and move onto the income statement

Program	PLO #1	PLO #2	PLO #3
Tax Preparation (E0433)	BUSA 58 - SLO 3 I am able to prepare federal income tax returns	BUSA 59- SLO 2 I am able to identify the appropriate tax return to file for taxpayer	BUSA 60 - SLO 3 I am able to prepare individual Federal and State income tax returns for low income individuals and families using current software, including 1040EZ, 1040A, 1040 with schedule A, B, and C-EZ
Accounting(T0502)	BUSA 7- SLO 2 I am able to analyze and record transactions, using a journal and a ledger, of varying degrees of difficulty including adjusting, and closing entries	BUSA 52 - SLO 1 I am able to interpret the statements and reports that emerge from the accounting process.	BUSA 8 - SLO 1 I am able to explain the role of the managerial accountant and describe the uses of managerial accounting information
Accounting – A.S. (S0502)	BUSA 7 -SLO 1 I am able to describe the basic accounting system and how it is used to serve business needs	BUSA 52 - SLO 1 I am able to interpret the statements and reports that emerge from the accounting process.	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States
International Business - Level I (E0527)	BUSM 51 - SLO 1 I am able to identify how governments influence trade	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology
International Business - Level II (L0597)	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSM 66 - SLO 1 I am able to describe business planning for small business	BUSM 66 - SLO 2 I am able to discuss the legal forms of business ownership
International Business - Level III (L0528)	BUSM 52 - SLO 1 I am able to explain how a small business can prepare to conduct export operations	BUSM 52 - SLO 2 I am able to define key international trade documentation requirements	BUSM 52 - SLO 3 I am able to describe types of international trade transportation intermediaries

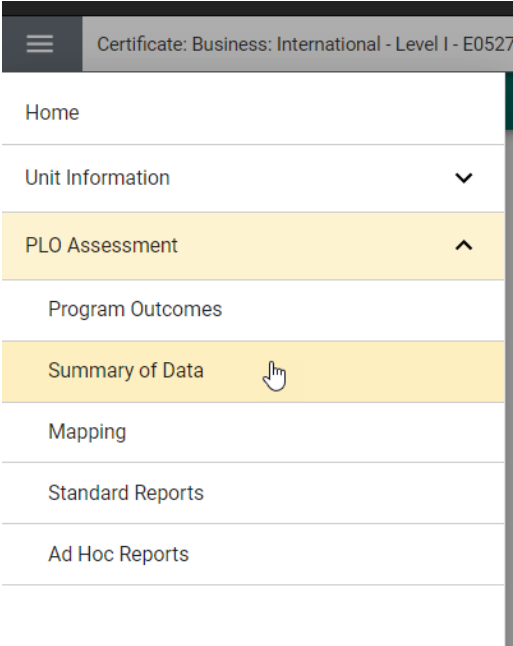
Program	PLO #1	PLO #2	PLO #3
Human Resource Management - Level I (E0531)>	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws
Human Resource Management - Level II (L0534)	BUSM 60 - SLO 1 I am able to define organizational culture, socialization and mentoring	BUSO 25 - SLO 1 I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content	BUSM 60 - SLO 2 I am able to analyze social perception
Human Resource Management - Level III (L0535)>	BUSA 70 - SLO 1 I am able to identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment	BUSA 70 - SLO 2 I am able to calculate wages and withholding amounts in payroll problems	BUSA 70 - SLO 3 I am able to assemble payroll record keeping requirements for employers under current state and federal laws
Business Management - Level I (E0525)	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology
Business Management - Level II (L0586)>	BUSM 60 - SLO 1 I am able to define organizational culture, socialization and mentoring	BUSM 60 - SLO 2 I am able to analyze social perception	BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws
Business Management - Level III (T0526)>	BUSA 7 - SLO 1 I am able to describe the basic accounting system and how it is used to serve business needs	BUSM 10 - SLO 1 I am able to define and outline the key principles of continuous quality management	BUSM 51 - SLO 1 I am able to identify how governments influence trade

Program	PLO #1	PLO #2	PLO #3
Retail Management - Level I (E0500)	BUSO 25 - SLO 1 I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content	BUSO 25 - SLO 2 I am able to use informative and sales letters to convey information and influence people favorably	BUSO 25 - SLO 3 I am able to develop and deliver a 3-5 minute presentation on a business related topic
Retail Management - Level II (L0591)	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws	BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology
Retail Management - Level III (T0521)	BUSA 7 - SLO 1 I am able to describe the basic accounting system and how it is used to serve business needs	BUSM 60 - SLO 1 I am able to define organizational culture, socialization and mentoring	BUSO 26 - SLO 1 I am able to apply communication skills in simulated business situations such as conferences and business groups
Small Business Management - Level I (E0529)	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSM 66 - SLO 1 I am able to describe business planning for small business	BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology
Small Business Management - Level II (L0588)	BUSM 60 - SLO 1 I am able to define organizational culture, socialization and mentoring	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws
Small Business Management - Level III (T0590)	BUSA 7 - SLO 1 I am able to describe the basic accounting system and how it is used to serve business needs	BUSM 10 - SLO 1 I am able to define and outline the key principles of continuous quality management	BUSM 10 - SLO 2 I am able to contrast quality management theory and previous management thought

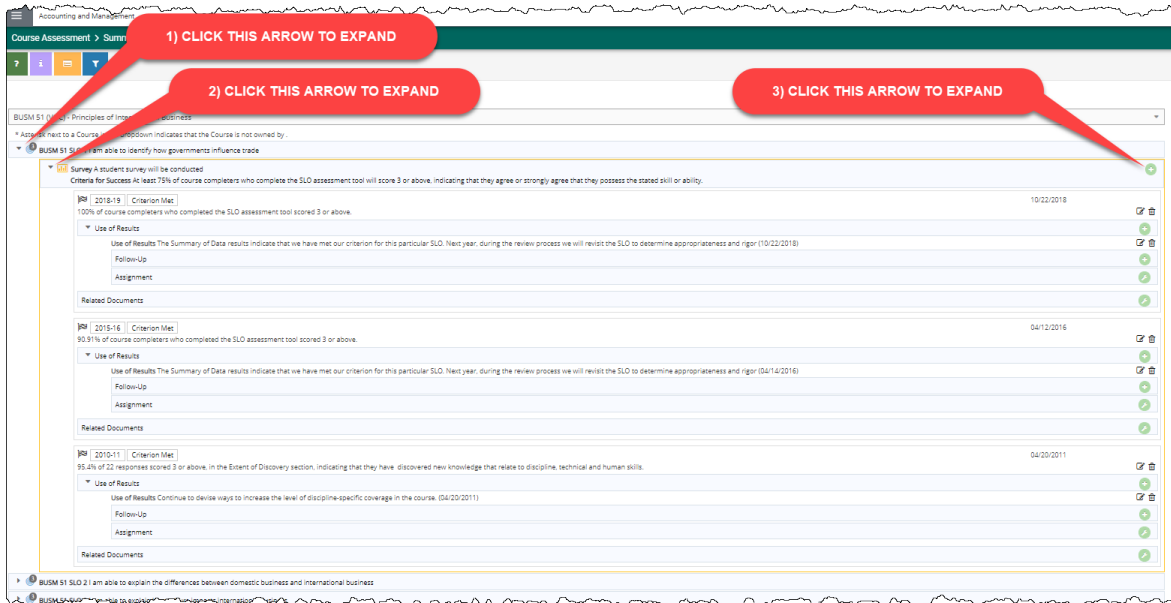
Program	PLO #1	PLO #2	PLO #3
Marketing Management (L0510)	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSS 35 - SLO 1 I am able to list the characteristics of a successful salesperson	BUSS 36 - SLO 2 I am able to recall and apply promotional strategies used in the marketing of products and services
Supply Chain Management (M0645)	BUSM 53 - SLO 1 I am able to identify and explain elements of an organization's supply chain.	BUSM 52 - SLO 1 I am able to explain how a small business can prepare to conduct export operations.	BUSM 51 - SLO 1 I am able to identify how governments influence trade
Business Management - A.S. (S0506)	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSM 51 - SLO 1 I am able to identify how governments influence trade	BUSM 61 - SLO 1 I am able to apply management concepts and functions
Human Resource Management - A.S. (S0530)	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws	BUSO 25 - SLO 1 I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content
International Business - A.S. (S0507)	BUSM 51 - SLO 1 I am able to identify how governments influence trade	BUSM 52 - SLO 1 I am able to explain how a small business can prepare to conduct export operations	BUSM 66 - SLO 1 I am able to describe business planning for small business
Retail Management - A.S. (S0509)	BUSM 60 - SLO 1 I am able to define organizational culture, socialization and mentoring	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws
Small Business Management - A.S. (S0508)	BUSM 10 - SLO 1 I am able to define and outline the key principles of continuous quality management	BUSM 66 - SLO 1 I am able to describe business planning for small business	BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology

Program	PLO #1	PLO #2	PLO #3
Marketing Management - A.S. (S0510)	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSS 35 - SLO 1 I am able to list the characteristics of a successful salesperson	BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology
A.A. Liberal Arts - Emphasis Business (A8981)	BUSA 7 - SLO 1 I am able to describe the basic accounting system and how it is used to serve business needs	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSO 25 - SLO 1 I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content
A.S. General Business (S0501)	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSS 36 - SLO 1 I have developed a working knowledge of marketing terminology	BUSO 25 - SLO 1 I am able to compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content

14. Then we need to complete PLOs by clicking on the PLO “Summary of Data” menu, as below:

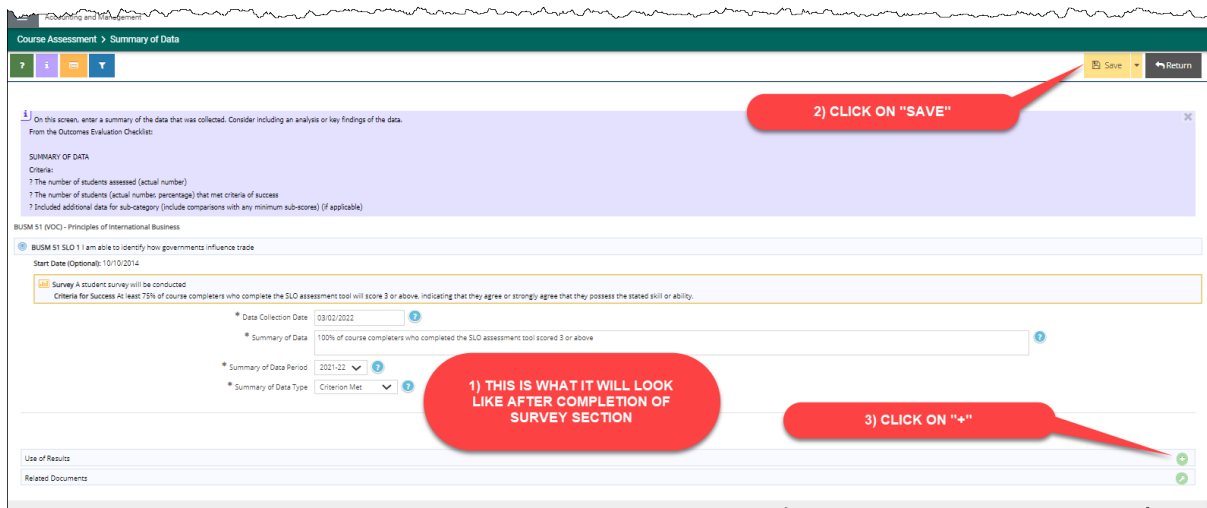


15. Click on the arrow to the left of primary SLO for the program, then the arrow for “Survey” (if it is not already expanded), then click on the green “+” on the right side, as below:



16. As in the screenshot below (NOTICE – this is virtually the same process that we used for each SLO for a course, only here we are doing it for each of the 3 “primary” SLOs for the program)

- Data Collection Summary Date will autopopulate (no need to enter a date)
- Enter in “Summary of Data” as follows:
 - “100% of course completers who completed the SLO assessment tool scored 3 or above.” (use the actual percentage obtained from our SLO results for the course - https://consultapedia.com/slo/slo_results_name_comments_2019_2022.php)
- Summary of Data Period: dropdown list, select “2021-22”
- Summary of Data Type: if $\geq 75\%$ scored 3 or above, select “Criterion Met” from the dropdown
- Click “Save” – yellow button (at top right of the page)
- Click the green “+” to add “Use of Results” for that course SLO (see bottom right of screenshot)



17. After you click on the “+” to add “Use of Results” for the new survey you just created, you will see the screen as below,
- The “Use of Results Date” has already been populated for you
 - If the summary of data type is “Criterion Met”, then enter the following into “Use of Results”: “The Summary of Data results indicate that we have met our criterion for this particular SLO. Next year, during the review process we will revisit the SLO to determine appropriateness and rigor.”
 - Then click “Save” – in yellow
 - Then click on “Return” twice (pause between clicks) to get back to the SLO # selection screen.

The screenshot shows the 'Course Assessment - Summary of Data' form. A red callout box labeled '2) CLICK ON "SAVE"' points to the 'Save' button in the top right corner. Another red callout box labeled '3) CLICK ON "RETURN" TWICE (PAUSE BETWEEN CLICKS) YOU WILL RETURN TO THE SCREEN SO YOU CAN SELECT SLO#2 FOR THE COURSE' points to the 'Return' button. A third red callout box labeled '1) COPY THE VERBIAGE TO "USE OF RESULTS"' points to the text area for 'Use of Results'.

18. Complete Steps #12 through #17 (above) for each of the 3 “primary” SLOs for each program.

19. After Completing the process for PLOs #12 – 18 (above), please do the following:
 Click on the Certificate/Degree (from the dropdown),
 Click on the # for the 1st “primary” SLO for the program.

The screenshot shows the 'Certificate: Business: International - Level 1 - BUS20' page. A red callout box labeled 'CLICK ON THE # FOR "SUMMARY OF DATA" FOR THE 1ST "PRIMARY" SLO' points to the '#' column in the 'PLO Summary' table.

	Program Outcomes	Assessment Methods	Tasks	Summary of Data	Use of Results	Follow-Up
✓	BUSM 51 - SLO 1	1	0	4	4	0
✓	BUSM 20 - SLO 1	1	0	3	3	0
✓	BUSM 36 - SLO 1	1	0	3	3	0

Course Assessment Summary - Assigned						
	Courses	Course Outcomes	Assessment Methods	Summary of Data	Use of Results	Follow-Up
▶	✓ BUSM 20 (VOC) - Principles of Business	3	3	12	9	0

20. For each of the 3 “primary” SLOs for the program, please verify that the date is this year, and that there are summary results. Second, please also verify that “Use of Results” have been entered.

If these have been completed then that program PLO is now complete.

Certificate: Business: International - Level I - EDS27

Home

BUSM 51 - SLO 1
I am able to identify how governments influence trade

Survey
A student survey will be conducted

Year	Status	Date
2021-22	Criterion Met	03/08/2022
2018-19	Criterion Met	10/22/2018
2015-16	Criterion Met	04/12/2016

1) VERIFY THAT THE DATE IS THIS YEAR, AND THE RESULTS

2) VERIFY "USE OF RESULTS" COMPLETED

Use of Results The Summary of Data results indicate that we have met our criterion for this particular SLO. Next year, during the review process we will revisit the SLO to determine appropriateness and rigor. (03/08/2022)

Follow-Up