Process for Changing ILOs (institutional learning outcomes or general education learning outcomes).

An individual or small group at a college within the district determines that one or more ILOs need to be revised. This group drafts revision(s) and brings their revision(s) to the assessment coordinator on their home college campus.

Assessment coordinators from all three colleges meet to determine if a revision is needed.

The need for revision is shared with District Academic Senate and District Curriculum Committee.

The need for revision is then shared with the Curriculum Committee chairs and the Academic Senate Presidents at all three colleges.

Consult resources as needed, including RCCD's Mission, Vision, and Values, RCCD colleges' Strategic Plans, Degree Qualifications Profile, examples from other institutions, and scholarly articles.

With the approval of District Academic Senate, a temporary workgroup is formed (not a new committee), whose sole charge is to revise the ILO. The goal of forming the working group is to represent key stakeholders. To meet that aim, group membership may include:

Assessment committee chairs from Moreno Valley, Norco, and Riverside City Colleges, or designees;

Curriculum chairs from Moreno Valley, Norco, and Riverside City Colleges, or designees; and

One student each from the Associated Students at Moreno Valley, Norco, and Riverside City Colleges.

The workgroup's charge should expire at the end of one full year from the date at which the workgroup was formed.

> The workgroup's work ends when the determined ILOs have been revised and are formally recommended to the District Academic Senate.
>
> If additional time is needed, the committee should vote to recommend extending the work of the workgroup. This recommendation would be shared with the District Academic Senate, which would decide if the group's work would continue.

Develop a page housed somewhere on the District's website to chart the workgroup's progress and make it transparent to all stakeholders.

> Minutes will record the workgroup's progress and will be posted to this website.

Guiding questions of the workgroup's work:

> Does the revised ILO reflect feedback from constituents?
>
> Is the revised ILO written in clear language?
>
> Is the revised ILO measurable?

Workgroup will have an open feedback loop to their various constituents to ensure real time feedback and changes.

Upon the charge's completion, the workgroup will seek approval of the changes from the local academic senates and District and local curriculum committees.

Once the District Academic Senate accepts the changes and the BOT has approved them, the Curriculum Committee and Technical Review needs to be informed so the changes can be made to ILOs in CurriQunet META. After the changes have been approved and implemented, the body that publishes the College Catalog should also be informed so the updated ILOs can be included in future editions of the College Catalog.

Upon adoption of the new GE SLOs, the colleges' assessment committees will develop an assessment plan to enable the colleges to assess the GE SLOs.

Academic and co-curricular programs will not be asked to revise current program-level
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