

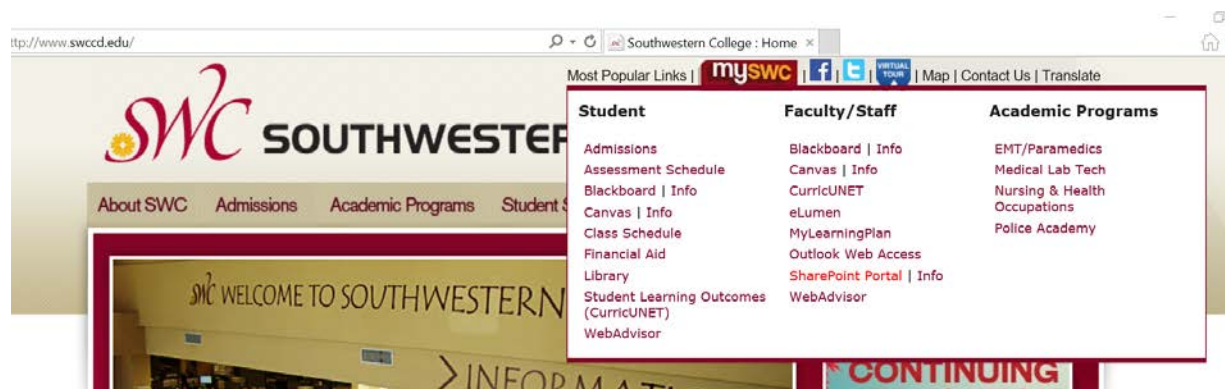


Downloading SLO/AUO Timelines from SharePoint

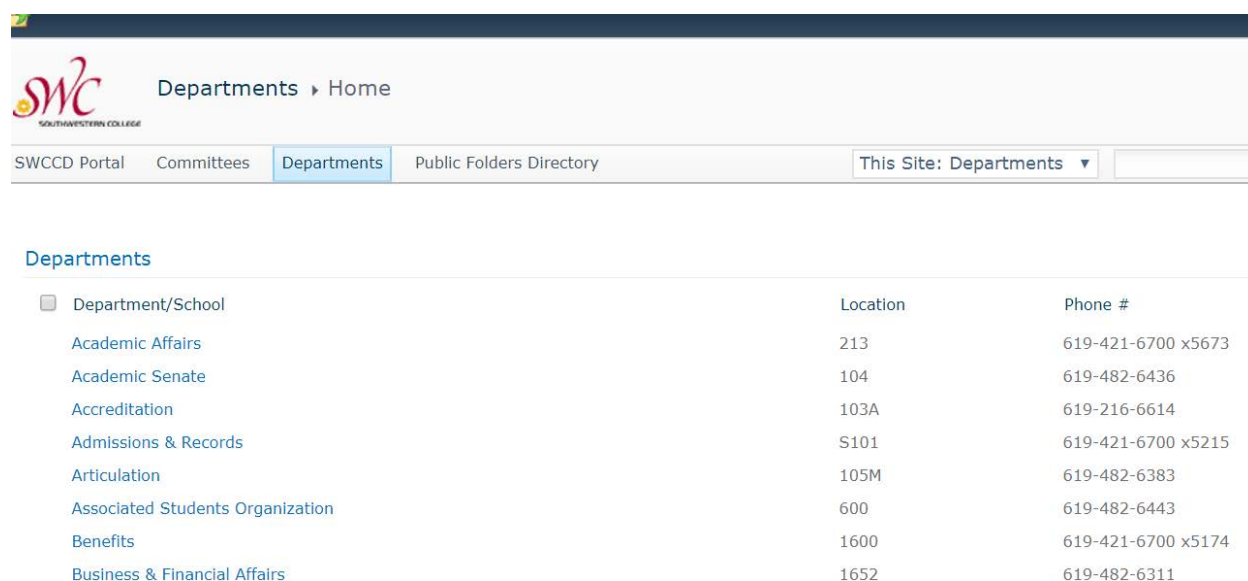
Every program review, regardless of level, must turn in an **“Outcome Assessment Timeline”** with their program review, whether they are completing a comprehensive or a snapshot. Most units simply need to update their timeline to reflect the dates in their assessment plan. All Assessment timelines are currently stored in SharePoint.

How can I find my timeline? Follow these steps:

1. Log on to SharePoint: You can find the portal for SharePoint on the SWC Main Page under “Most Popular Links” at the top of the screen. Your login username and password are the same as your email login credentials.



2. Once in SharePoint, Find the tab labeled **“Departments”** and click on it. Locate the **“Student Learning Outcomes”** site near the bottom of the list and click on it.



Downloading SLO/AUO Timelines SharePoint

3. Once on the Department site, find the collection of timelines that house your SLO information. Choose from **Academic Programs: Outcomes Assessment Timelines (OATs)** for instructional outcomes in all schools and centers, **AUO Timelines** for all other departments and offices, and **Student Affairs Timelines** for Student Services areas.

Academic Programs: Outcomes Assessment Timelines (OATs)

Type	Name	Modified
	SLO Outcomes Assessment Timelines by School and Center 2012-Fall 2015	3/15/2017 3:31 PM
	SLO Outcomes Assessment Timelines by School and Center Fall 2016	3/15/2017 3:32 PM
	Designator List For All Academic Programs - Final Posted 2017	3/16/2017 5:41 PM
	Outcomes Assessment Timeline Template Academics	9/8/2014 2:46 PM
	Sample SLO Timeline	10/28/2013 11:03 AM
	SharePoint Instructions For Accessing SLO Documents Spring 2017	3/17/2017 2:10 PM
	SLO Cycle-Spring2017	3/16/2017 10:18 PM

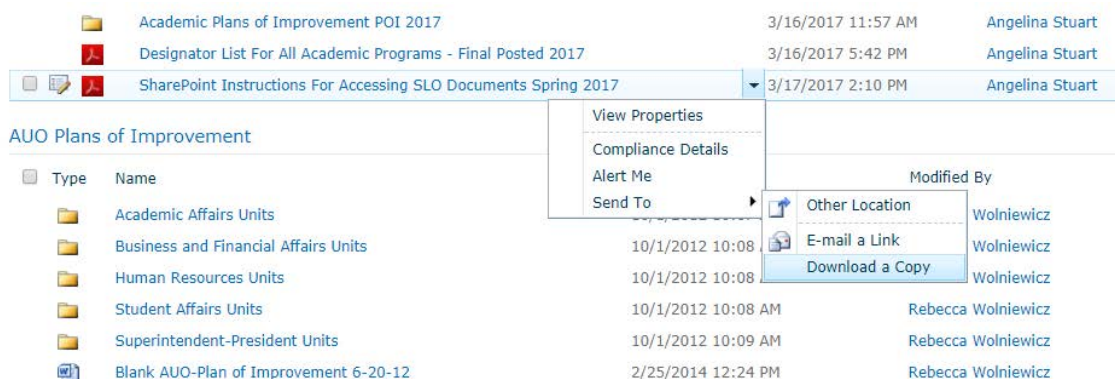
AUO Plans of Improvement




Type	Name	Modified	Modified By
	Academic Affairs Units	10/1/2012 10:07 AM	Rebecca Wolniewicz
	Business and Financial Affairs Units	10/1/2012 10:08 AM	Rebecca Wolniewicz
	Human Resources Units	10/1/2012 10:08 AM	Rebecca Wolniewicz
	Student Affairs Units	10/1/2012 10:08 AM	Rebecca Wolniewicz
	Superintendent-President Units	10/1/2012 10:09 AM	Rebecca Wolniewicz
	Blank AUO-Plan of Improvement 6-20-12	2/25/2014 12:24 PM	Rebecca Wolniewicz

Student Affairs Timelines







Type	Name	Modified
	Counseling and Matriculation Units	9/24/2012 4:10 PM
	Student Services Units	9/25/2012 12:34 PM

4. Once you find the file you are searching for allow your mouse to hover over the title until a black, dropdown arrow appears. Click on that dropdown arrow and choose **“Send To”** followed by **“Download a copy”**. Then follow the prompts to save your timeline to your computer. A blank AUO timeline information sheet is provided for you as well.



	Academic Plans of Improvement POI 2017	3/16/2017 11:57 AM	Angelina Stuart
	Designator List For All Academic Programs - Final Posted 2017	3/16/2017 5:42 PM	Angelina Stuart
	SharePoint Instructions For Accessing SLO Documents Spring 2017	3/17/2017 2:10 PM	Angelina Stuart



AUO Plans of Improvement

Type	Name	Modified	Modified By
	Academic Affairs Units	10/1/2012 10:08	Wolniewicz
	Business and Financial Affairs Units	10/1/2012 10:08	Wolniewicz
	Human Resources Units	10/1/2012 10:08	Wolniewicz
	Student Affairs Units	10/1/2012 10:08 AM	Rebecca Wolniewicz
	Superintendent-President Units	10/1/2012 10:09 AM	Rebecca Wolniewicz
	Blank AUO-Plan of Improvement 6-20-12	2/25/2014 12:24 PM	Rebecca Wolniewicz

Downloading SLO/AUO Timelines from SharePoint

5. Also on this site you will find [AUO Plans of Improvement](#). These can be downloaded similarly and should be reviewed and updated as you prepare your program review for this cycle.

AUO Plans of Improvement

<input type="checkbox"/>	Type	Name	Modified	<input type="checkbox"/> Modified By
		AUO Plans of Improvement 2012	9/6/2017 11:29 AM	Anna Banda Flores
		AUO Plans of Improvement Spring 2017	9/7/2017 10:22 AM	Yolanda Lynch

For more assistance downloading your SLO timelines, please contact the Institutional Program Review and Outcomes Coordinators, Rebecca Wolniewicz at ext. 5573 or rwolniewicz@swccd.edu or Jessica Posey at ext. 5510 or jposey@swccd.edu.