Committee members reviewed the SLO documentation for writing skills, speech, and Office Administration.

The committee reviewed documentation for composition and communication skills. While the committee made several suggestions for improvement, they noted that overall the rubrics used were detailed and an excellent grading tool. The English and Speech faculty did a good job collecting SLO documentation.

Graduates will demonstrate effective composition skills
- Make sure adjuncts use standardized rubric.
- All faculty should collect SLO data, including adjuncts.
- If a bonus is given, the criteria and points for the bonus should be including on the rubric.
- There is no legend on the rubric for half points or a percentage points, however, some faculty awarded percentage points on the rubric. If percentage points are to be allowed, the rubric should be revised.
- The rubric was unclear on the percentage of the final exam. 90% of the grade sounded to the committee that the final counted 90% of the final grade. In the use of results for this year, the committee suggests that the wording be revised.

Grades will demonstrate effective communication skills
- The committee could not find documentation for the delivery of the Informative speech (we have the grades—we can’t use grades). We did not see the rubric. If no rubric is available, the committee suggest that a rubric be developed.
- A good tool was included for the embedded questions, however, the committee did not see documentation that demonstrates what students did on each of the embedded questions. The committee suggest that a copy of the final exam be included with the documentation tool.
- The committee recommends consistent use of the tool by faculty.
The Office Administration Program SLOs were analyzed and found to be in very good order. The committee suggested that on Goals 2 and 3, means of assessment, terminology be reworded from locally developed exams to locally developed lesson quizzes in order to correlate with the course syllabus.

Respectfully submitted,

Carol Bates