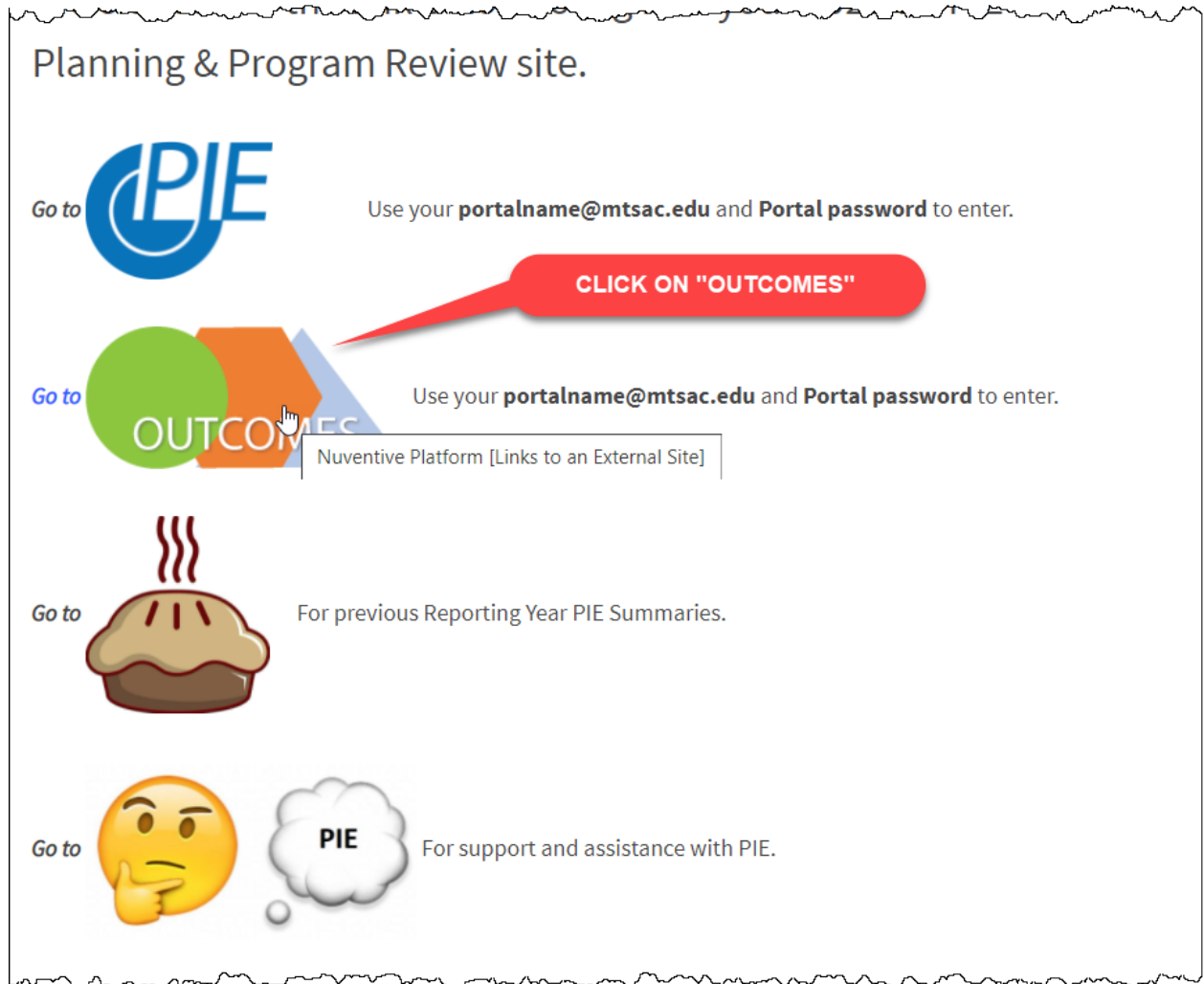


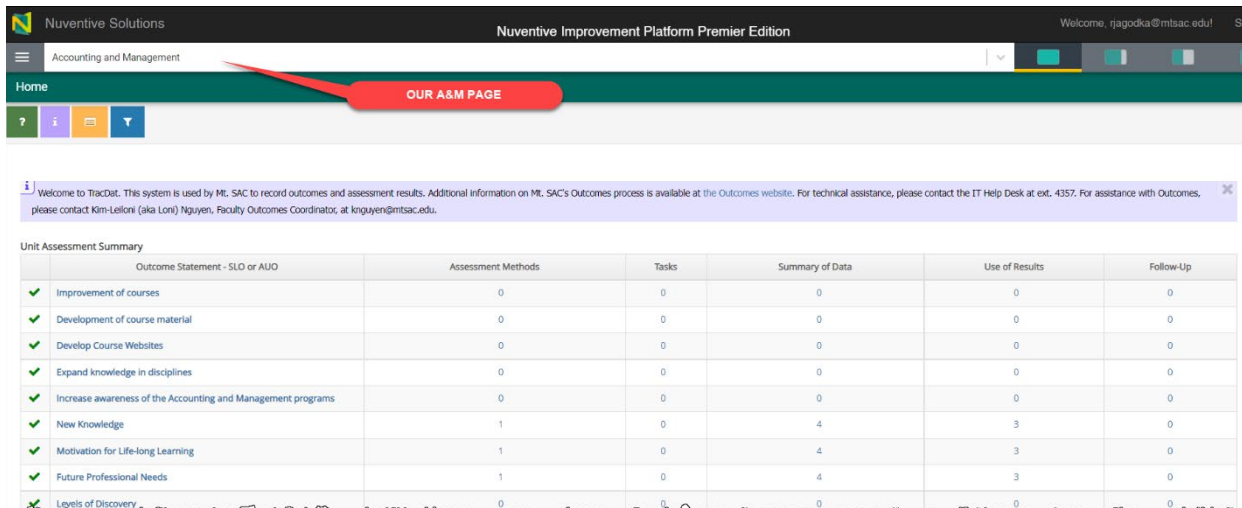
## Entering SLO/PLO “Results” and “Summary of Data” - 2/2022

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:



Nuventive Solutions  
Nuventive Improvement Platform Premier Edition  
Welcome, rgagodka@mtsac.edu! Sign Out

Accounting and Management

Home

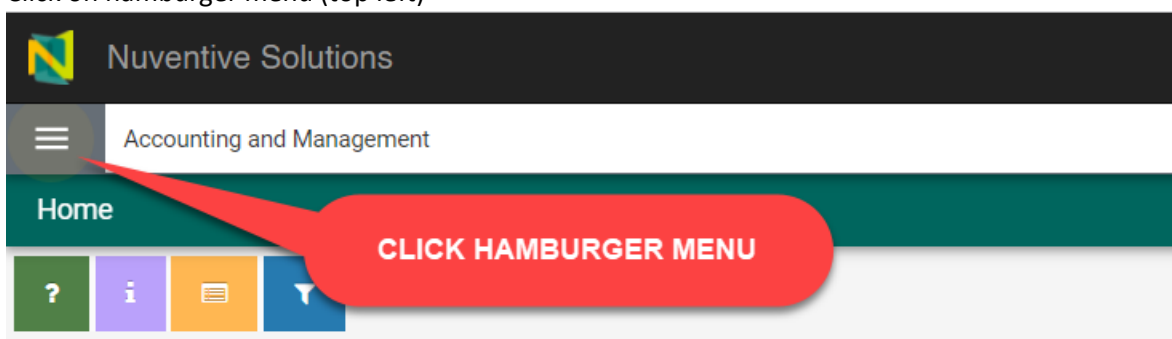
OUR A&M PAGE

Welcome to TracDat. This system is used by Mt. SAC to record outcomes and assessment results. Additional information on Mt. SAC's Outcomes process is available at the [Outcomes website](#). For technical assistance, please contact the IT Help Desk at ext. 4357. For assistance with Outcomes, please contact Kim-Leiloni (aka Loni) Nguyen, Faculty Outcomes Coordinator, at [knguyen@mtsac.edu](mailto:knguyen@mtsac.edu).

Unit Assessment Summary

	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)



Nuventive Solutions

Accounting and Management

Home

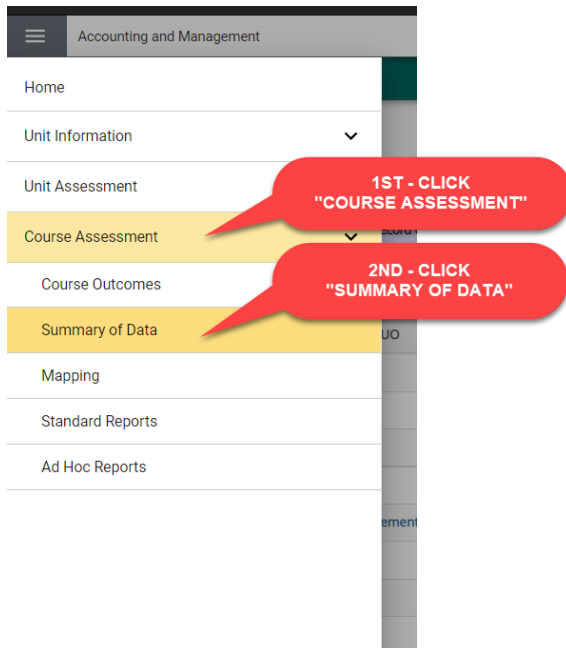
CLICK HAMBURGER MENU

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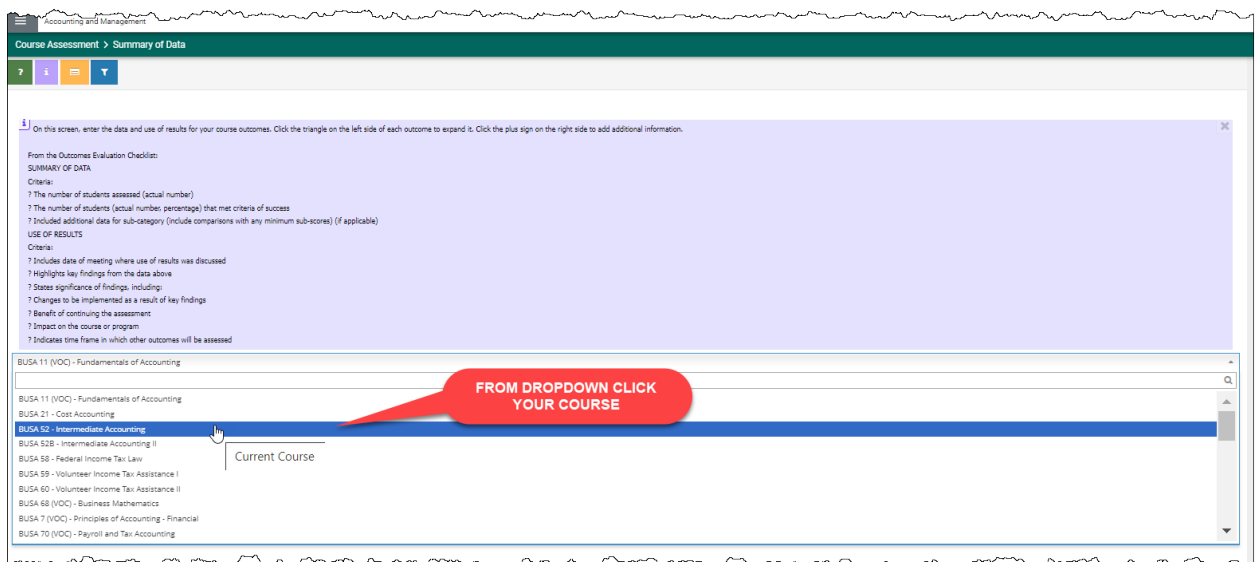
#### Unit Assessment Summary

	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:



8. 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:

Course Assessment > Summary

1) CLICK THIS ARROW TO EXPAND

2) CLICK THIS ARROW TO EXPAND

3) CLICK THIS ARROW TO EXPAND

BUSM 51 (VOIC) - Principles of International Business

\* Assessment related to a Course Assessment dropdown indicates that the Course is not owned by...

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

Survey A student survey will be conducted.  
Criteria for Success At least 75% of course completers who complete the SLO assessment tool will score 3 or above, indicating that they agree or strongly agree that they possess the stated skill or ability.

10/22/2018

100% of course completers who completed the SLO assessment tool scored 3 or above.

Use of Results

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 (10/22/2018)

Follow-Up

Assignment

Related Documents

2018-19 Criterion Met

90.91% of course completers who completed the SLO assessment tool scored 3 or above.

04/12/2016

Use of Results

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 (04/14/2016)

Follow-Up

Assignment

Related Documents

2010-11 Criterion Met

95.4% of 22 responses scored 3 or above, in the Extant of Discovery section, indicating that they have discovered new knowledge that relate to discipline, technical and human skills.

04/20/2011

Use of Results

Use of Results Continue to devise ways to increase the level of discipline-specific coverage in the course. (04/20/2011)

Follow-Up

Assignment

Related Documents

BUSM 51 SLO 2 I am able to explain the differences between domestic business and international business

9. 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](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)

Course Assessment > Summary of Data

2) CLICK ON "SAVE"

1) THIS IS WHAT IT WILL LOOK LIKE AFTER COMPLETION OF SURVEY SECTION

3) CLICK ON "+"

On this screen, enter a summary of the data that was collected. Consider including an analysis or key findings of the data.  
From the Outcomes Evaluation Checklist:

SUMMARY OF DATA

Criteria:

1 The number of students assessed (actual number)

2 The number of students (actual number, percentage) that met criteria of success

3 Included additional data for sub-category (include comparisons with any minimum sub-score) (if applicable)

BUSM 51 (VOIC) - Principles of International Business

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

Start Date (Optional): 10/10/2014

Survey A student survey will be conducted.  
Criteria for Success At least 75% of course completers who complete the SLO assessment tool will score 3 or above, indicating that they agree or strongly agree that they possess the stated skill or ability.

\* Data Collection Date: 03/02/2022

\* Summary of Data: 100% of course completers who completed the SLO assessment tool scored 3 or above

\* Summary of Data Period: 2021-22

\* Summary of Data Type: Criterion Met

Use of Results

Related Documents

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.

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:

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 ...

**1) SELECT THE CERTIFICATE/DEGREE FROM THE DROPPDOWN**

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**PLO Summary**

	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
✓	BUSM 36 - SLO 1			2	2	0

**2) CHECK THE TABLE (INSTRUCTIONS) TO ENSURE THAT THE 3 "PRIMARY" SLOs ARE LISTED CORRECTLY HERE**

**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	9	9	0
▶ ✓	BUSM 51 (VOC) - Principles of International Business	3	3	12	12	0
▶ ✓	BUSM 36 (VOC) - Principles of Marketing	3	3	9	9	0

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):

<b>Program</b>	<b>PLO #1</b>	<b>PLO #2</b>	<b>PLO #3</b>
<b>Bookkeeping (E0504)</b>	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
<b>Payroll (E0505)</b>	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
<b>Computerized Accounting (L0503)</b>	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
<b>Financial Planning (L0599)</b>	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
<b>Managerial Accounting (L0533)</b>	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

<b>Program</b>	<b>PLO #1</b>	<b>PLO #2</b>	<b>PLO #3</b>
<b>Tax Preparation (E0433)</b>	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
<b>Accounting(T0502)</b>	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
<b>Accounting – A.S. (S0502)</b>	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
<b>International Business - Level I (E0527)</b>	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
<b>International Business - Level II (L0597)</b>	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
<b>International Business - Level III (L0528)</b>	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



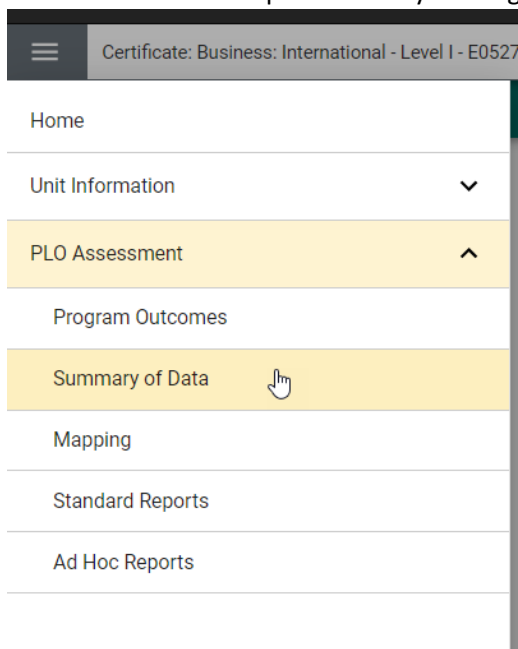
<b>Program</b>	<b>PLO #1</b>	<b>PLO #2</b>	<b>PLO #3</b>
<b>Human Resource Management - Level I (E0531)&gt;</b>	BUSM 20 - SLO 1 I am able to list and explain the foundations upon which business is built and the economic challenges facing the United States	BUSM 61 - SLO 1 I am able to apply management concepts and functions	BUSM 62 - SLO 1 I am able to explain theory and practical application of Equal Employment Opportunity current employment laws
<b>Human Resource Management - Level II (L0534)</b>	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
<b>Human Resource Management - Level III (L0535)&gt;</b>	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
<b>Business Management - Level I (E0525)</b>	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
<b>Business Management - Level II (L0586)&gt;</b>	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
<b>Business Management - Level III (T0526)&gt;</b>	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

<b>Program</b>	<b>PLO #1</b>	<b>PLO #2</b>	<b>PLO #3</b>
<b>Retail Management - Level I (E0500)</b>	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
<b>Retail Management - Level II (L0591)</b>	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
<b>Retail Management - Level III (T0521)</b>	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
<b>Small Business Management - Level I (E0529)</b>	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
<b>Small Business Management - Level II (L0588)</b>	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
<b>Small Business Management - Level III (T0590)</b>	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

<b>Program</b>	<b>PLO #1</b>	<b>PLO #2</b>	<b>PLO #3</b>
<b>Marketing Management (L0510)</b>	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
<b>Supply Chain Management (M0645)</b>	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
<b>Business Management - A.S. (S0506)</b>	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
<b>Human Resource Management - A.S. (S0530)</b>	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
<b>International Business - A.S. (S0507)</b>	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
<b>Retail Management - A.S. (S0509)</b>	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
<b>Small Business Management - A.S. (S0508)</b>	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

<b>Program</b>	<b>PLO #1</b>	<b>PLO #2</b>	<b>PLO #3</b>
<b>Marketing Management - A.S. (S0510)</b>	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
<b>A.A. Liberal Arts - Emphasis Business (A8981)</b>	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
<b>A.S. General Business (S0501)</b>	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:

The screenshot shows the 'Course Assessment > Summary' page. Three red callouts with white text point to specific elements: '1) CLICK THIS ARROW TO EXPAND' points to a small arrow on the left of the first SLO; '2) CLICK THIS ARROW TO EXPAND' points to a small arrow on the left of the 'Survey' section; '3) CLICK THIS ARROW TO EXPAND' points to a green plus sign on the right side of the 'Survey' section. The page lists three SLOs for BUSM 51 (VOC) - Principles of International Business. The first SLO is expanded, showing a table with columns for 'Criteria for Success', 'Date', 'Status', 'Use of Results', 'Follow-Up', 'Assignment', and 'Related Documents'. The table contains three rows of data, each with a green plus sign in the 'Status' column.

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 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](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)

The screenshot shows the 'Course Assessment > Summary of Data' page. Three red callouts with white text point to specific elements: '1) THIS IS WHAT IT WILL LOOK LIKE AFTER COMPLETION OF SURVEY SECTION' points to the 'Summary of Data' section; '2) CLICK ON “SAVE”' points to the yellow 'Save' button at the top right; '3) CLICK ON “+”' points to a green plus sign on the right side of the 'Use of Results' section. The page contains a form for entering survey data. The 'Summary of Data' section has a text area for 'Summary of Data' and a dropdown for 'Summary of Data Period'. The 'Summary of Data' section is expanded, showing a table with columns for 'Criteria for Success', 'Date', 'Status', 'Use of Results', 'Follow-Up', 'Assignment', and 'Related Documents'. The table contains three rows of data, each with a green plus sign in the 'Status' column.

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.

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 1<sup>st</sup> “primary” SLO for the program.

PLO Summary	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.

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

**2) VERIFY "USE OF RESULTS" COMPLETED**

Year	Criterion Met	Percentage of Course Completers	Date
2021-22	Criterion Met	100% of course completers who completed the SLO assessment tool scored 3 or above.	03/08/2022
2018-19	Criterion Met	100% of course completers who completed the SLO assessment tool scored 3 or above.	10/22/2018
2015-16	Criterion Met	90.91% of course completers who completed the SLO assessment tool scored 3 or above.	04/12/2016