



BERKELEY CITY COLLEGE

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M E M O R A N D U M

DATE:

TO:

FROM: Tram Vo-Kumamoto, Vice President of Instruction
Jenny Lowood, Curriculum Committee Chair
Alejandria Tomas, Curriculum and Student Learning Outcome Assessment Specialist

SUBJECT: Official SLOs on Course Outlines of Record (COR) vs. SLOs on Syllabi

Greetings, BCC faculty. We are writing to let you know that we recently checked the student learning outcomes on your syllabi and found that these differ from the official student learning outcomes on the course outline of record for your course.

When the SLOs on a syllabus don't match those on the course outline, we are out of compliance with accreditation regulations. Peer accreditors from ACCJC will be visiting our college in October to verify that all syllabi match the appropriate course outlines, so we need to ask you to (1) update your syllabus accordingly, (2) distribute the updated syllabus to your students, and (3) resubmit the updated syllabus on moodle.

For the future, please include the official SLOs of record on each of your syllabi for your courses. All SLOs are available on the following link: <http://www.berkeleycitycollege.edu/wp/slo/student-learning-outcomes/>. You can always find the link by going to the BCC home page, then to "Faculty and Staff," then to "Student Learning Outcomes Assessment," then to "Student Learning Outcomes."

Please let us know if you have any questions. Thank you.

CLASS:

CLASS CODE(S):

SLOs ON SYLLABI

- 1.
- 2.
- 3.

OFFICIAL SLOs

- 1.
- 2.
- 3.