

How to Access and Edit Your Program SLO

Files on Google Drive*

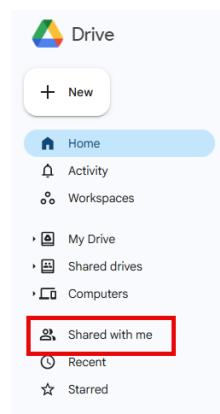
This guide provides simple, step-by-step instructions to access and edit your Academic Program Student Learning Outcomes folders and files.

Step 1: Go to Google Drive

Open your web browser and navigate to **Google Drive** at drive.google.com. Make sure you are signed in with your @charlotte Google account.

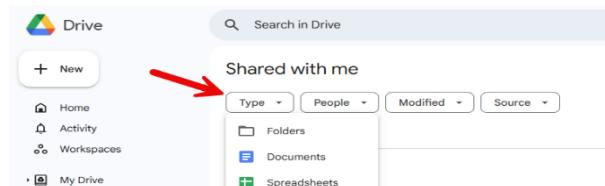
Step 2: Select "Shared with me"

Look at the **left-hand navigation menu**. You'll see several options like "My Drive," "Shared with me," and "Shared drives." Click on **Shared with me**.



Step 3: Open the College or Department Folder

Locate your College or Department Folder and **Double-click** on it. If you need to search for the Department folder, you can use the **Type** dropdown to search for only Folders, Documents, and Spreadsheets.



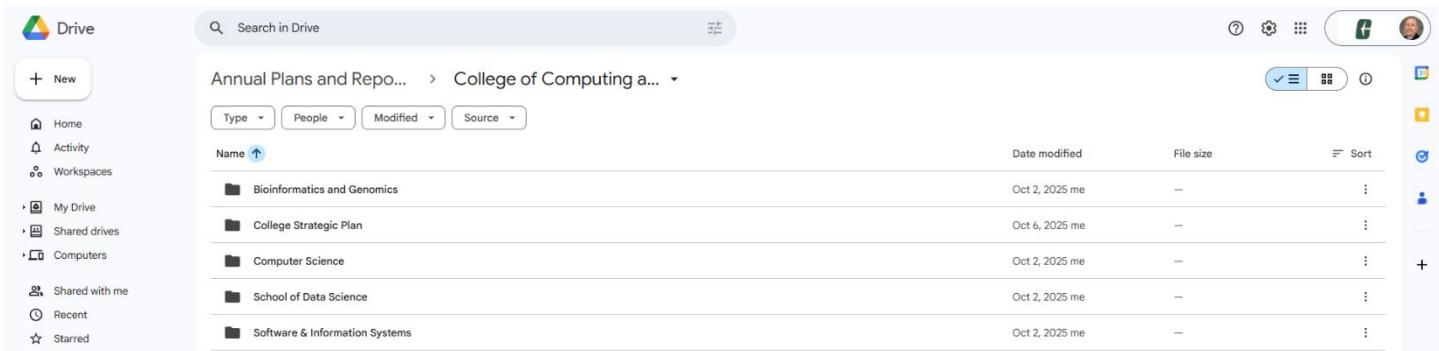
Step 4: Folders Organization

Note Access Level: There are three levels of access that you may be assigned. Each level has specific permissions which can be changed but will require a request to be sent to Mitchel Cottenoir (mcotteno@charlotte.edu).

Contributor: Can add/edit files (cannot delete/move).

Commenter: View and comment only.

Viewer: View only.



Google Drive

Search in Drive

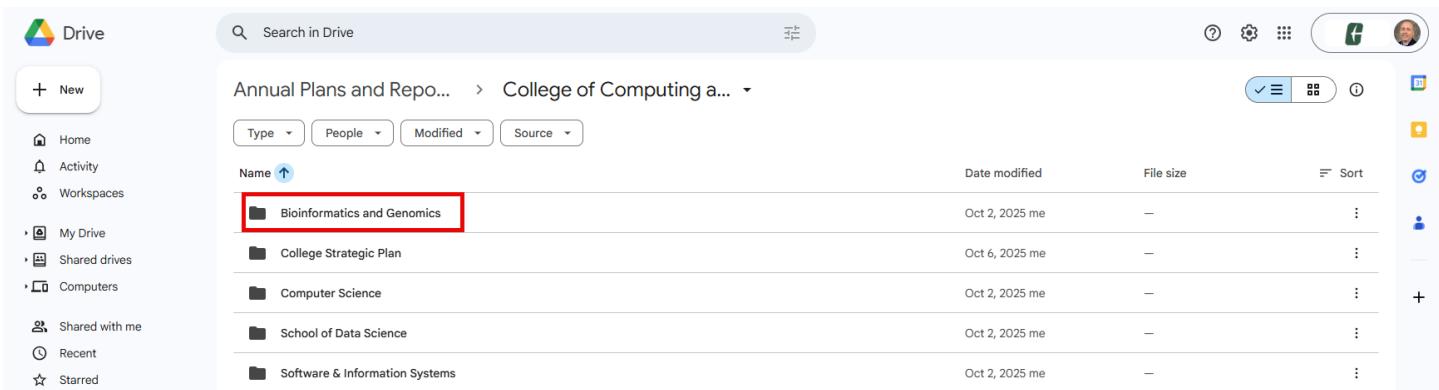
Annual Plans and Repo... > College of Computing a... ▾

Type People Modified Source

Name	Date modified	File size	Sort
Bioinformatics and Genomics	Oct 2, 2025 me	—	⋮
College Strategic Plan	Oct 6, 2025 me	—	⋮
Computer Science	Oct 2, 2025 me	—	⋮
School of Data Science	Oct 2, 2025 me	—	⋮
Software & Information Systems	Oct 2, 2025 me	—	⋮

Step 5: Accessing PSLO Plans and Reports

- Double-click** on Department Folder. For Interdisciplinary Programs **Double-click** on the Program Folder and then skip to step 5.d.



Google Drive

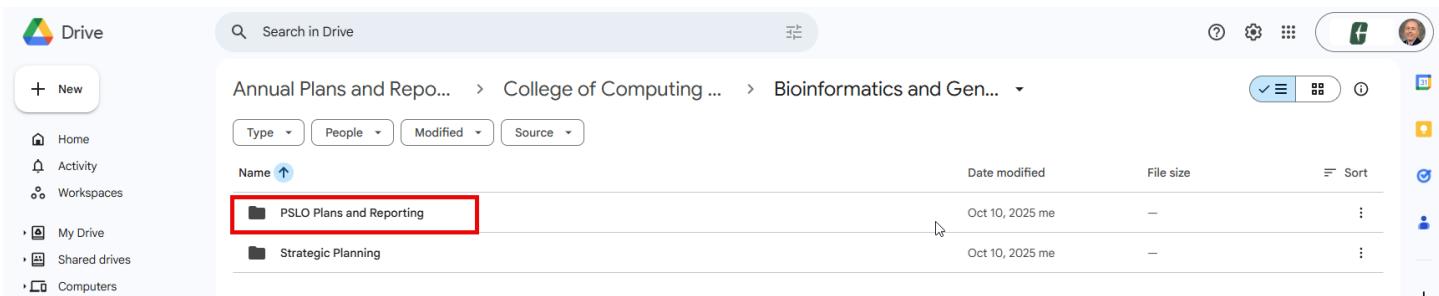
Search in Drive

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Type People Modified Source

Name	Date modified	File size	Sort
Bioinformatics and Genomics	Oct 2, 2025 me	—	⋮
College Strategic Plan	Oct 6, 2025 me	—	⋮
Computer Science	Oct 2, 2025 me	—	⋮
School of Data Science	Oct 2, 2025 me	—	⋮
Software & Information Systems	Oct 2, 2025 me	—	⋮

- Double-click** on the PSLO Plans and Reporting Folder.



Google Drive

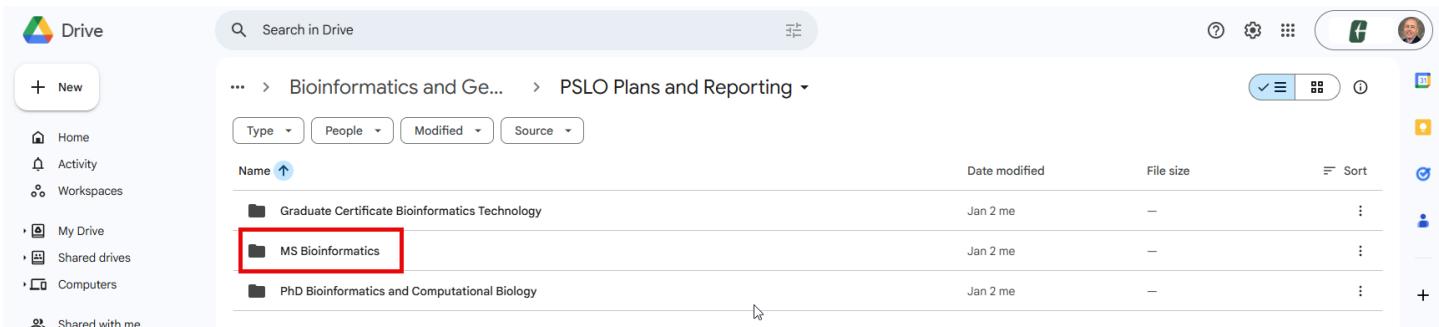
Search in Drive

Annual Plans and Repo... > College of Computing ... > Bioinformatics and Gen... ▾

Type People Modified Source

Name	Date modified	File size	Sort
PSLO Plans and Reporting	Oct 10, 2025 me	—	⋮
Strategic Planning	Oct 10, 2025 me	—	⋮

- Double-click** on the Academic Program Folder.



Google Drive

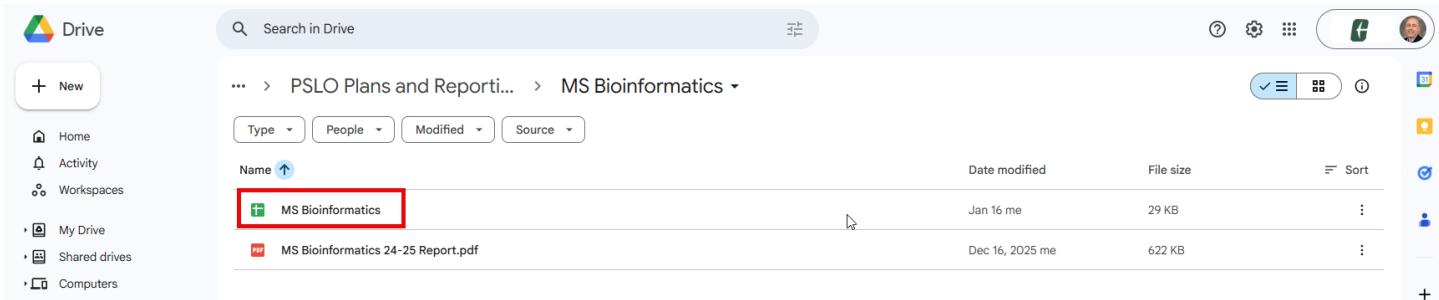
Search in Drive

... > Bioinformatics and Ge... > PSLO Plans and Reporting ▾

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Name	Date modified	File size	Sort
Graduate Certificate Bioinformatics Technology	Jan 2 me	—	⋮
MS Bioinformatics	Jan 2 me	—	⋮
PhD Bioinformatics and Computational Biology	Jan 2 me	—	⋮

d. Double-click on the Program Google Sheet File.

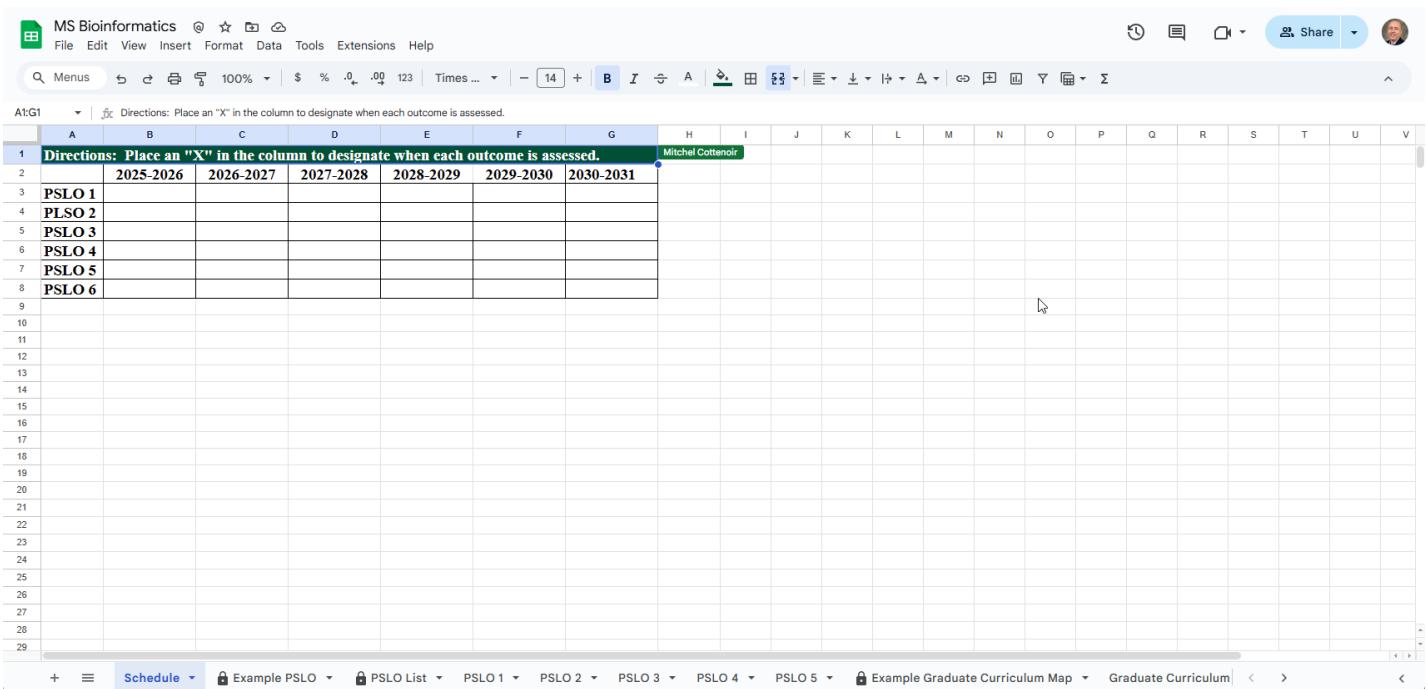


The screenshot shows the Google Drive interface. In the center, there is a list of files under the folder 'MS Bioinformatics'. The folder 'MS Bioinformatics' is highlighted with a red box. To its right, there is a file named 'MS Bioinformatics 24-25 Report.pdf'. The top navigation bar includes a search bar, a 'New' button, and various filter and sorting options. The left sidebar shows navigation links like 'Home', 'Activity', 'Workspaces', 'My Drive', 'Shared drives', and 'Computers'.

The Program file contains multiple tabs depending on the type of program:

- 1) Undergraduate Program
- 2) Graduate Program
- 3) Certificate Program

The following is a description of each tab.



The screenshot shows a Google Sheets document with a table for tracking Program Student Learning Outcomes (PSLOs) across different years. The table has columns for years from 2025-2026 to 2030-2031. The rows list PSLO 1 through PSLO 6. A header row contains the instruction: 'Directions: Place an "X" in the column to designate when each outcome is assessed.' The cell at A1 is currently selected. The document also includes tabs for 'Schedule', 'Example PSLO', 'PSLO List', and 'Graduate Curriculum'.

	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	
1 PSLO 1							
2 PSLO 2							
3 PSLO 3							
4 PSLO 4							
5 PSLO 5							
6 PSLO 6							

Schedule: The tab is used to denote the year when a program will report on each program student learning outcomes.

Example PSLO: This tab provides an example of a program student learning outcome plan and report to help provide guidance on what is expected to be entered for each PSLO. *Locked from editing.*

PSLO List: This tab contains the active and previous PSLO. *Locked from editing.*

PSLO #: Each tab contains three sections:

- 1) Planning
- 2) Reporting
- 3) Use of Results for Improvement.

Example Undergraduate/Graduate Curriculum Map: This tab provides an example of how to complete a Curriculum Map for the program. *Locked from editing.*

Undergraduate/Graduate Curriculum Map: This tab can be used to develop and maintain the current curriculum map for the program. This tab is *optional* but can be helpful when completing your program review.

Step 6: Review the Planning Section (Rows 1-8)

The Planning section contains the Programs' approved assessment plan. This includes:

- 1) Program Student Learning Outcome
- 2) SLO Area
- 3) Delivery Mode
- 4) Other Sites
- 5) Assessment Item
- 6) Assessment Method
- 7) Expected Performance Target.

This section is also protected so that changes cannot be made without contacting the College CAD (listed below) or Mitch Cottenoir (mcotteno@charlotte.edu).

Planning	
1	Program Student Learning Outcome Enter the program student learning outcome statement.
2	SLO Area Select the area from the dropdown box that aligns with the PSLO.
3	Delivery Mode List all locations, other than the main campus, where students can attend face-to-face courses.
4	Other sites: Please list locations other than the main campus where students can attend face-to-face courses.
5	Assessment Item(s) Please select from the dropdown menu all assessment items used to assess student performance on the PSLO.
6	Assessment Method Describe each artifact (i.e. specific test questions, project, portfolio, national exam, survey, etc.), measurement tool(s) (i.e. rubric, evaluation form, etc.), the course(s) where artifact(s) are generated.
7	Expected Performance Target Clearly state the percentage of students that you expect to show a specific level of performance.

Step 7: Fill the Reporting Section (Row 11-19)

The reporting section includes:

- 1) Reporting Year
- 2) Results Exception
- 3) Results
- 4) Performance Target Met
- 5) Reflection on Results 1, 2, and 3
- 6) Implementation Fidelity
- 7) Impact on Student Learning

Complete each of the sections above in **Column B**. Please use the dropdown box to select appropriate information in rows 11, 12, and 14.

Step 8: Complete the Use of Results for Improvement Section (Rows 22-24)

The Use of Results for Improvement section includes:

- 1) Next Reporting
- 2) Planned Improvement Type(s)
- 3) Planned Improvement Narrative

Complete each of the sections above in **Column B**. *Please use the dropdown box to select appropriate information in rows 22 and 23.*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
21	Use of Results for Improvement													
22	When will this PSLO be reported on next?													
23	Planned Improvements Type(s) Select the improvements that your program will implement based on the analysis of data from this cycle.													
24	Planned Improvement Narrative Describe how each of the changes selected above will be implemented.													
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Step 9: Repeat steps 6-8 for each PSLO # tab.

College Assessment Directors (CAD)

Belk College of Business – Sharon Bailey, sbaile64@charlotte.edu

College of Arts + Architecture – Ben Still (interim), bstill@charlotte.edu

College of Computing and Informatics – Colleen Karnas-Haines, ckarnash@charlotte.edu

Cato College of Education – Tisha Perkins Greene (interim), trperkin@charlotte.edu

College of Health and Human Services – Devrim Ozdemir, dozdemir@charlotte.edu

College of Humanities and Earth & Social Sciences – Courtney Hill, chill133@charlotte.edu

Klein College of Science – Matthew Parrow (interim), mwparrow@charlotte.edu

School of Professional Studies – Steve Carter, scarte79@charlotte.edu

William States Lee College of Engineering – Kistin Villanueva (interim), kvillan1@charlotte.edu

*created with the help of Google Gemini