

**Course Portfolio Semester Checklist**

**AY 2022-2023 (1st Semester)**

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| **College** | **Department/Program** |
| **Course Code & Title** | **Semester/Year** |

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| **Course Portfolio Items** | **Checklist (tick and add the date of insertion)** |
| 1. **1.1 Course Syllabus (PER COURSE)** |  |
| 1. **Assessment of Learning Outcomes:**     1. CLO Rubrics **(PER COURSE)**    2. CLO assessment **(PER SECTION)**    3. Course Exit Survey and Results **(PER SECTION)**    4. Course Report: (E-Register Grade Statistics) including Grade Inflation and Deflation Justification (if required) **(PER INSTRUCTOR & PER COURSE)**    5. PLO report (if required, depends on assessment cycle) for the current semester **(PER COURSE)** |  |
| 1. **Assessment:**   Major Exams, Final Exam, (answer keys) for the current semester  (3 student answer samples **PER SECTION** =Best, Average, Lowest) |  |
| 1. **Coordinator** *[only in case multiple sections are offered for the course]* 2. Combined CLO Assessment 3. Combined Course Report |  |

**Kindly note that this is the minimum required by the university; the academic departments have the freedom to add more components to the portfolio.**

Instructor: Signature: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Course Group Supervisor/Course Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted to the department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_