

## **Student Learning Outcomes and Assessment Coordinator** **Job Description** *Fall 2008- Spring 2009*

The Student Learning Outcomes and Assessment Coordinator is a faculty position with primary responsibilities of facilitating the development and assessment of course, program and institutional outcomes for all instructional, student services, library and learning resources areas. All full-time tenured faculty members are eligible to apply.

The Coordinator will receive 1.0 FTE (100% Instruction Office Reassigned Time) for the 08-09 academic year and work an instructional faculty schedule of 175 days. The position will report directly to the Vice President, Instruction.

### **Primary Responsibilities:**

1. Chair Program Outcome Review Committee.
2. Coordinate the training of faculty and staff in assessing student learning outcomes.
3. Develop a plan to implement course, program, and institutional learning outcomes and their assessments to comply with the ACCJC requirements for accreditation.
4. Work with faculty to promote, develop, and implement SLO assessment.
5. Provide direction and assistance to a team of faculty charged with facilitating student learning outcomes assessment at the course and program level.
6. Prepare annual reports, ACCJC accreditation reports, and other reports as needed.
7. Make presentations promoting students learning outcomes assessment to the campus community.
8. Represent student learning outcomes assessment by attending department meetings and attending meetings of the Curriculum Committee, Academic Senate, Education Requirements, Academic Standards, CTE, New Faculty Academy, etc. as necessary.
9. Facilitate the development and assessment of institutional level outcomes.
10. Create and maintain a Student Learning Outcomes Assessment handbook.