

De Anza College Position Announcement - Internal Only
Student Learning Outcomes (SLO) Coordinator (2 positions)

Description:

The SLO Coordinators will work collaboratively with the SLO Steering Committee in leading and implementing Student Learning Outcomes and Assessment Cycle efforts (SLOAC) during the 2010-11 and 2011-12 Academic Years. The SLO Coordinators will work primarily with instructional faculty and as a team with the current SSLO Coordinator who works primarily with faculty, staff, and administrators in Student Services. The Academic Senate will work closely with both Coordinators to provide training and support throughout the two-year term.

1. Attend weekly leadership planning meetings to collaboratively determine direction and implementation for college-wide Student Learning Outcomes and Assessment Cycle (SLOAC) processes.
2. Attend training conferences, workshops, etc. offered by the ACCJC, the Statewide Academic Senate, and other groups as requested and as needed.
3. Coordinate with the office of Staff and Organizational Development to organize and set up workshops/training, locate relevant resources, and identify resource persons, etc. to help faculty more effectively find, evaluate, and select assessment methods/models for measuring SLO/SSLO and AUOs.
4. Coordinate meetings and provide progress updates at least monthly with any/all of the following: Office of Instruction, Office of Student Services, Curriculum Co-Chair, Academic Senate Officer, Accreditation Liaison Officer, Office of Institutional Research, Office of Staff and Organizational Development (usually in SLO Steering Committee Meetings).
5. Provide leadership, in collaboration with Division Assessment Liaisons, to faculty in creating timelines and processes that ensure organized efforts towards completing all three phases of the SLO Assessment Cycle (SLOAC).
6. Collaborate with faculty and staff in creating timelines and processes for implementing program, certificate, and degree-level outcomes and assessment cycles.
7. Coordinate with the office of Institutional Research to organize and implement the SLO/SAO data gathering, tracking, and reporting processes for course, program and institutional assessment.
8. Collaborate with Senate and IPBT to organize processes and timelines for SLOAC efforts that integrate with the college's program review and resources allocation cycles.

Terms of Employment:

- The assignment will be a two-year (F, W, S) contract to be reviewed annually and will commence the fall quarter 2010.
- Compensation for each coordinator will be approximately 2-3 classes per year (to be determined in consultation with the Vice President of Instruction).
- Summer work may be required; if so, it will be compensated through mutual agreement in addition to the Academic Year compensation.