COORDINATOR JOB DESCRIPTION

Date: Click here to enter text.

Name:

Title: Coordinator(s) of Student Learning Outcomes

Discipline: Click here to enter text.

No. of Discipline Units: Click here to enter text.

No. of Coordinator Units: 15.0 TU (Teaching Units) per semester.   These units are divided across 3 SLO coordinator roles (SLOAC Chair, eLUMEN Data Steward, and SLO Division Faculty Facilitators)

Position Requirements (minimum qualifications for position):

- **SLOAC Chair has these minimum qualifications:**
  - o Full-time or part-time faculty status at College of Marin.
  - o Experience and demonstrated interest in student learning outcomes, assessment, professional development planning as it relates to student learning outcomes.
  - o Current or past participation on SLOAC
  - o Leadership experience with student learning outcomes assessment

- **eLUMEN Data Steward has these minimum qualifications:**

  - o Full-time or part-time SLOAC faculty member at College of Marin
  - o Experience and demonstrated knowledge in student learning outcomes and assessment
  - o Ability to coordinate and provide training to faculty on the eLumen SLO module

Licensing and Accreditation Requirements:

None

Duties and Responsibilities:

- **SLOAC Chair (currently 3 units):**
  - Chair the Student Learning Outcomes Assessment Council (SLOAC) weekly, including setting agendas, taking minutes, facilitating discussions, and managing calendar invitations for both committee members and guests to the committee.
  - Collaborate with the eLUMEN data steward to facilitate the rollout and development of eLUMEN and faculty support for use

- Regularly update the Academic Senate, department chairs, and administration on SLOAC work and response to ACCJC SLO recommendations
- Collaborate with the administration to support SLOAC work and development, eLUMEN rollout, and overall faculty SLO assessment at the college
- Facilitate collaboration between PRIE and SLOAC
- Coordinate the collection of SLO documentation (division reporting forms, etc) and coordinate review of SLO sections of Program Reviews
- Manage and update the College's SLO website, including posting agenda/minutes, posting new resources, reaching out to departments when updates of assessment schedules and maps are needed and posting these updates
- Facilitate committee goal-setting for the year, including leadership on updating, mapping and assessment of program/degree/college-wide outcomes work
- Meet regularly with Curriculum Chair, Academic Senate President, and those involved in Program Review to strengthen collaborative work between committees
- Champion the development of a new, updated SLO Assessment Plan for the college
- Facilitate development and planning of FLEX activities for fall/spring FLEX and collaborate with eLUMEN data steward to provide training for faculty eLUMEN use

- **eLUMEN Data Steward (currently 3 units)**
  - Coordinate with SLOAC eLUMEN trainings for faculty during Fall 2018 / Spring 2019 semesters
  - Offer 1:1 eLUMEN training to faculty as needed – Fall 2018 / Spring 2019
  - Update eLUMEN system as needed during the academic year and report to SLOAC and PRIE
  - Maintain and update training materials on SLOAC website for eLUMEN
  - Participate in SLOAC meetings to give regular updates about progress and report updates to Academic Senate – Fall 2018/Spring 2019
  - Regularly consult with PRIE to utilize eLUMEN functions and reporting capabilities that are relevant and needed for faculty use and accreditation purposes
  - Plan for advancing eLUMEN use into program and institution-level SLO assessment, including coordinating the updating and inputting of SLO maps for course/program/institution level assessment

- **SLO Division Faculty Facilitator (currently 1 unit for each position):**
  - Serve on the Student Learning Outcomes Assessment Council (SLOAC) weekly
  - Continually update and facilitate the course-level SLO assessment cycle for each area. Communicate with department chairs each semester about courses needing assessment and support assessment work.
  - Convene and facilitate meetings or work 1:1 with discipline/department and/or area faculty, lead discussions, and develop research questions for PRIE as needed
  - Lead discussions regarding subsequent results from PRIE research and proposed strategies for improvement as needed
  - As part of SLOAC, review SLO sections of Program Reviews and give feedback to disciplines
  - Act as a liaison with PRIE