**BCC Student Learning Outcomes Assessment Coordinator**

**Description of Duties and Responsibilities**

Overview of Position

Coordination of the Student Learning Outcome and Assessment (SLOA) is vital to ensure that faculty, staff, and administrators are engaged in the process to optimize student learning and success.

The Student Learning Outcome and Assessment Coordinator serves as the Co-chair of the Programmatic and Institutional Effectiveness (PIE) Committee where the committee produces master calendars for the Program Learning Outcome and Assessment (PLOA) and the Institutional Learning Outcome and Assessment (ILOA). The SLOA Coordinator works directly with the Department SLOA liaisons and the Department Chairs to coordinate and produce SLOA completion calendar.

The SLOA Coordinator works closely with the Curriculum and Assessment Specialist, relevant Participatory Governance Committees, as well as the college’s administration to ensure that all assessments are completed and utilized to improve student learning and success in accordance with the prescribed timeline, compliance, and regulations set forth by the State and Accrediting Commission for Community and Junior Colleges (ACCJC).

Reporting

Academic Senate President

Vice President of Instruction

Job duties and Responsibilities

* Develop comprehensive calendars for PLO and ILO assessment schedule through the PIE committee and clearly inform the college community. Ensure to follow up with programs and Programmatic and Instructional Effectiveness (PIE) Committee to make sure that they are completing the quality assessments on time.
* Develop comprehensive calendar for SLO assessment schedule with the Department liaisons and Department Chairs. Ensure to follow up with the Department liaisons and chairs to make sure that they are completing the quality assessments on time.
* Co-chairs the PIE Committee
* Work closely with the Curriculum and Assessment Specialist to maintain and track SLO, PLO and ILO assessment document, action plans and outcomes via the college’s chosen web-based tracking and reporting system.
* In conjunction with the PIE Committee, identify and implement a technological tool that is effective, streamlined, and simple to use to conduct assessment.
* Keep current with the state and ACCJC standards, regulations, and requirements in regards to SLOA on all levels.
* Coordinate and provide training and assistance for SLO assessments at the course, program and institutional levels as well as assistance for Student Service Area outcomes.
	+ Provide training and assistance for course-level SLO assessments, including development and updating of SLOs, development and implementation of assessment procedures (including rubrics, as needed), analysis of findings, and development and implementation of action plans
	+ Provide training and assistance for program-level SLO assessments, including development and updating of curriculum matrices, development and implementation of assessment procedures, analysis of findings, and development and implementation of action plans
	+ Implement institutional learning outcomes (ILO) assessments in conjunction with the PIE committee, including development and updating of rubrics and assessment methods, creation and execution of assessments, and, in conjunction with the PIE committee, analysis of findings and proposals for actions plans, to be vetted and modified at college’s participatory governance committees
* Develop training materials and activities, including films, documents, workshops, and websites
* Work closely with the Teaching and Learning Center coordinator to support and facilitate the development of focused inquiry groups (FIGs) and Action Plan Projects for Learning Excellence (APPLEs) in order to develop and implement meaningful and effective action plans resulting from assessment work.
* Serve on Curriculum Committee, providing technical support in the development and updating of SLOs for courses and programs and curriculum matrices for programs.
* Regularly update SLO assessment work on all levels and seek input from the college committees to further refine its process.
* Regularly presents, especially at the ILO level, to relevant college constituency groups, including but not limited to the Education Committee and Academic Senate.
* Contributes to external reporting requests from the public.
* Work closely with the President, Vice President of Instruction, Vice President of Student Services, and college Institutional Researcher to ensure assessments are adequately responding to the Standard II of Accreditation self- Study.

Assignment Duration

2018-2019, 2019 – 2020

One year: Incoming Co-Chair

One year: Co-Chair

One year: Post-Chair

Compensation

* 0.3 FTE per term for a total of 0.6 FTEF for the academic year
* Some work during the breaks be required to support flex day planning and activities