

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 chair of the Assessment Committee which is the committee that ensures continuous improvement in all courses and programs (including instructional programs and student services) throughout the college, informed by quantitative and qualitative evidence and broad participation in analysis of evidence, in order to support the college mission.

The SLOA Coordinator works closely with the Curriculum and Assessment Specialist, relevant participatory governance committees, as well as the college's administration to coordinate activities with faculty, administration and service area leads 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 to:

Academic Senate President
Vice President of Instruction

Job Duties and Responsibilities

- Develop comprehensive schedules for PLO and ILO assessment through the Assessment committee and clearly inform the college community. Ensure follow-up with programs to make sure that they are completing quality assessments and closing the loop in a timely manner.
- Develop comprehensive calendar for SLO assessment schedule with the Department Liaisons and Department Chairs. Ensure follow-up with the Department liaisons and chairs to make sure that they are completing quality assessments and closing the loop in a timely manner.
- Chair Assessment Committee
- 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 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 Service Area Outcomes assessments, including development and updating of SLOs/SAOs, development and implementation of assessment procedures (including rubrics and surveys, 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 Assessment committee, including development and updating of rubrics and assessment methods, creation and execution of assessments, and, in conjunction with the Assessment 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 identify professional development opportunities to support assessment activities.
- Work closely with the Curriculum and Assessment Specialist to maintain and track SLO, PLO, SAO, and ILO assessment information, including SLOs, SAOs, plans, results, analysis, and action plans via the college's chosen tracking and reporting system.
- 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 Standard II of the Accreditation Self-Study.
- Serve on Curriculum Committee, providing technical support in the development and updating of SLOs for courses and programs and curriculum matrices for programs.
- Contribute to reporting requests regarding assessment.

Assignment Duration

One year: Incoming Co-Chair 2020-21

One year: Chair 2021-2022

One year: Outgoing Co-Chair 2022-2023

At the start of each academic year, the Chair and Chair-Elect will meet with the VPI and Academic Senate President to determine the delineation of job duties and compensation.

Compensation

- 0.3 FTE per term for a total of 0.6 FTEF for the academic year
- Some work during the breaks may be required.