**Contra Costa College**

**Reassigned Time Job Description**

**Term: AY 2017-18**

**Reassignment – \_\_40\_% per semester -**

**Job Title: SLO/AUO Coordinator**

**Start Date: Fall 2016-Spring 2018**

**Reporting Relationship:** Senior Dean, SLO/AUO Coordinating Committee, and Reports out to Academic Senate

**General Description of Job/Scope of Responsibility:**

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| The SLO/AUO Coordinating Committee chair will manage all elements of committee meetings, and will guide the college in the development of policies, procedures, and standards related to SLO and AUO’s. The Coordinator will provide training and assistance to all groups throughout the SLO/AUO process in preparation for accreditation. The Coordinator will create and publish reports necessary for accreditation. |

**Duties and Responsibilities:**

1. Chair the SLO/AUO Coordinating Committee meetings and prepare the necessary reports and/or agenda items.

2. Collaborate with others on the development and implementation of SLO/AUO processes.

3. Guide the college in the development of all policies, procedures, and standards to be applied in the development, approval, and review of SLOs/AUOs.

4. Develop and help implement strategies and timelines for evaluating all SLO/AUO processes on campus including the GE SLOs and the core competencies.

5. Provide training to assist in the development and assessment of SLOs/AUOs and the interpretation of the assessment results.

6. Report on the development and implementation of SLOs/AUOs at the college and give activity reports and status updates to the Academic Senate, the SLO/AUO Committee and College Council as needed.

7. Attend department/division meetings as needed and serve as a resource.

8. Develop and maintain an SLO/AUO implementation master calendar for meetings with departments and administrative units.

9. Review and keep informed on SLO/AUO and other accreditation standards and report all relevant findings to the appropriate committee(s).

10. Contribute to the accreditation self-evaluation, and SLO/AUO related

topics.

11. Be available to attend occasional regional and statewide SLO/AUO related conferences as needed.

12. Work with the webmaster to maintain and update the SLO/AUO website.

 13. Assist with the piloting and training of the CurricUNET SLO Module. Assist with

 the maintenance of the SLO/AUO database; extract appropriate data; organize

 the data creating useful tables; charts, and reports and distribute these results as

 appropriate.

14.Serves as a member and resource to the Planning Committee proving

 guidance on the Annual and Comprehensive Program Reviews

**Deliverables:**

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| What: Regularly meet with campus community |
| When:  |

2.

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| What: Provide SLO & PLO creation training |
| When:  |

3.

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| What: Provide SLO & PLO assessment training |
| When:  |

4.

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| What: Create campus wide reports related to Accreditation |
| When:  |

5.

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| What: Attends Academic Senate, and Planning meetings |
| When:  |

6.

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| What:  |
| When:  |

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| What:  |
| When:  |

8.

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| What:  |
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