

# **PROFESSIONAL GROWTH OPPORTUNITY**

## **SAN DIEGO MIRAMAR COLLEGE COLLEGE-WIDE STUDENT LEARNING OUTCOMES ASSESSMENT CYCLE (SLOAC) FACILITATOR 2012-2013 Academic Year**

This professional growth opportunity as Student Learning Outcomes Assessment Cycle Facilitator is now open to **Full-Time faculty members** at Miramar College.

This assignment is compensated 50% reassigned time for the Fall 2012 semester and 50% for the Spring 2013 semester and will report to the Vice President of Instruction. This position requires on-campus hours to provide coordination of the campus-wide student learning and service outcomes training, implementation, and assessment efforts for Instruction, Student Services, and Administrative Services, particularly as they apply to curriculum issues and the accreditation process. This is a one-year assignment that may be renewed for a second year upon the performance review by the Vice President of Instruction. The performance review will be based on an assessment of progress relative to the responsibilities of the assignment as outlined in the position announcement. A full job description is included on page two of this document.

### **Application Process**

1. Submit a resume and a letter of interest to the Vice President of Instruction by 4:00 p.m., Friday, September 14, 2012. The letter should contain the following information about the applicant:
  - Relevant professional experience
  - Reasons for interest in the position and methods used to accomplish the responsibilities identified on page 2.
  - Strategies for maintaining the College at the sustainable level of outcomes assessment in Instruction, Student Services, and Administrative Services.
2. Interviews will be conducted on Friday, September 21, 2012, and a decision will be made prior to September 28, 2012.
3. If you have questions, please contact Vice President of Instruction, Dr. Jerry Buckley, at 619-388-7350.

### **Selection Procedure**

A search committee composed of the Vice President of Instruction, Academic Senate President, the chairs of the Instructional and Student Services Program Review/SLOAC Committees, the outgoing SLOAC facilitator and one member from Administrative Services will: (1) review the application letters, (2) interview the best-qualified candidates, and (3) recommend one or more finalists to the President. The President will make the final selection.

## ***Student Learning Outcomes Assessment Cycle Facilitator*** **Responsibilities and Evaluation Criteria:**

- Serve as a non-voting resource member of the Instructional Program Review/ SLOAC Committee, Student Services Program Review/SLOAC Committee and Administrative Services Program Review Committee, and work with each Committee to facilitate and oversee the development of course, program and institutional SLOACs and their integration with the Program Review process.
- Work with the Instructional Program Review/SLOAC Committee, Student Services Program Review/SLOAC Committee and Administrative Services Program Review Committee to integrate and maintain SLO/SSO/ASO guidebooks, a website, and forms.
- Coordinate training and education opportunities for faculty and staff and work with Instructional faculty as well as Student and Administrative Services on the development and assessment of student learning outcomes.
- Collaborate and meet with the Deans and Chairs to ensure that course, program, and institutional SLOs/SSOs are being developed, assessed, reported, and submitted routinely during the Program Review cycle.
- Conduct assessment workshops to assist faculty and staff with writing timely assessment plans and work with the Deans to collect and archive assessment plans and reports.
- Assist faculty in implementing their assessment plans and reporting their results.
- Provide all necessary data to the Accreditation Liaison Officer for completion of the ACCJC Annual Report by February 15<sup>th</sup> and prepare the SLO report portion of the college's Annual Report required by ACCJC three weeks prior to the submission deadline.
- Provide periodic status reports to facilitate campus-wide communication and reflective discussion of SLOs/SSOs/ASOs and their assessment to the Instructional Program Review/ SLOAC Committee, Student Services Program Review/SLOAC Committee, Administrative Services Program Review Committee, and College Executive Committee.
- Submit a written annual College "Status Report on Student Learning and Service Outcomes Implementation" (using the ACCJC report format) to the Accreditation Liaison Officer by May 1<sup>st</sup> each year.

### **Required Qualifications:**

- Full-time faculty member.

### **Desirable Qualifications:**

- Demonstrated leadership abilities.
- A thorough understanding of measurable student learning outcomes.
- Experience in coordinating training and education opportunities for faculty and staff.
- Strong interpersonal skills.
- Ability to facilitate collaborative work across college divisions and departments.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
- Commitment to academic excellence in diverse student populations.
- Ability to communicate effectively, both verbally and in writing.
- An understanding of and ability to use the SLOjet system to manage data and create reports.
- An understanding of and ability to use the CurricuNet system to access course outlines and syllabi.
- An understanding of and ability to use Blackboard or other course management system, or commitment to learn to use a course management system.
- Excellent time management skills and ability to meet published deadlines.