

# The SLO Coordinator

## Charge 0.2 FTE (3 LHE)

The SLO Coordinator will be a coach assisting academic department chairs and faculty to develop meaningful and measurable SLOs.

## Recruitment

Any faculty member may apply to be SLO Coordinator. Desirable experience includes working with curriculum packets and/or learning outcomes development including but not limited to serving on OAC or CPC.

Applicants will submit a statement of intent to the Academic Senate President describing experience and interest regarding how they envision performing the general and primary duties of the position.

## Appointment

The Academic Senate President selects and appoints the SLO Coordinator in consultation with the OAC Chair(s), CPC Chair(s), and the VP of Instruction.

## Term Limits

Three years with opportunity for 1 time renewal. After six years, the incumbent may apply again at the end of subsequent terms in an open call for the position.

## General Duties

Develop and maintain working knowledge of the curriculum and outcomes management systems used by CPC and OAC.

Maintain currency with OAC's resources and tools

- Consult with OAC leadership monthly
- Report insights at OAC meetings when requested
- Participate in outcomes related professional development

Maintain currency with CPC's processes and timelines

- Review SLOs in curriculum management system
- Consult with CPC leadership as needed
- Participate in Tech Review when requested

Pending compensation approval: Intersession (summer/winter) hours may be assigned to process SLO-related items to manage workflow and meet curriculum approval deadlines.

## Primary Duties

The SLO Coordinator will be a coach to faculty writing and modifying SLOs. This work will be contextualized by the nature of the SLO Loop process, during which many insights about teaching and learning are discoverable. The Coordinator will counsel faculty at the writing and modifying stages on backwards design of course/program SLOs linked to core competencies. During the interim stages of the SLO Loop, the Coordinator may act as a reference for faculty guiding them to resources created by the Outcome Assessment Committee. Throughout the process, the Coordinator will center all conversations around learning.

SLO Loop Stage: <i>New Course</i>	SLO Loop Stage: <i>Assess/Report/Review</i>	SLO Loop Stage: <i>Modified Course</i>
<p>Offer guidance for backwards designing of SLOs from Core Competencies (“Pyramid” thinking*)</p> <p>Offer guidance for SMART SLO Language**</p> <p>Inform faculty writers about CPC processes and timelines</p> <p>Be available for consultation through CPC’s protocol steps</p> <p>Document insights/ suggestions made throughout the process (whether or not the suggestions were incorporated)</p> <p>Confirm SLOs entered into curriculum management system match with the SLOs submitted to OAC before the articulation officer and tech review stage</p>	<p>Refer department chairs and faculty to OAC for guidance such as identifying OAC resources and tools</p>	<p>Before moving to the modification of a SLO, the SLO Coordinator encourages reflection on how the department has reviewed SLO data</p> <p>For modifying SLOs,</p> <ul style="list-style-type: none"> <li>- offer guidance for “Pyramid thinking” and SMART SLO Language</li> <li>- document insights/ suggestions made throughout the process</li> <li>- confirm SLOs entered into curriculum management system match with the SLOs submitted to OAC before the articulation officer and tech review stage</li> </ul>

\* “Pyramid Thinking”: Core Competencies, Course SLOs, and Program SLOs form a pyramid. The foundation is the CSLO which supports the PSLO and the Core Competency. When proposing a new or modified SLOs, the Coordinator will help faculty select 1-3 core competencies that could be assessed while assessing the CSLO.

\*\*SMART SLO Language: the SLO Coordinator will help coach faculty to write SLOs that are Specific, Measurable, Attainable, Results-based, and Time-bound.