

DAP Position: **Student Learning Outcome (SLO) Coordinator**

Position Title: Student Learning Outcome (SLO) Coordinator
Position Overview: Under the administrative direction of the Vice President of Academic Affairs, the Student Learning Outcome (SLO) Coordinator functions as the chair of the SLO Committee, a committee of the Planning and Fiscal Council. The SLO Coordinator leads the campus in ongoing assessment and reporting of student learning outcomes (SLOs) and service area outcomes (SAOs) at course, program/degree, and institutional levels. The SLO Coordinator will work with designated support staff in the successful planning, promotion, and coordination of all SLO-related concerns at Rio Hondo College.
Term Length¹: 2 academic years, Fall and Spring semesters only
Next Term Start Date¹: Fall 2014
Release Time Assignment¹: 20% per semester
Current Faculty Member in Position: Matt Koutroulis
Administrative Supervision: Vice President, Academic Affairs
Key Duties & Responsibilities: <ol style="list-style-type: none">1. Work with discipline faculty to develop and assess student learning outcomes (SLOs) at course, program/degree, and institutional levels.2. Work with staff in non-instructional areas to develop and assess service area outcomes (SAOs) at various levels.3. Establish recommendations and initiatives to promote SLO/SAO completion across all disciplines and offices.4. Serve as primary resource person on campus to recommend ongoing development of SLOs for AA/AS and AA-T/AS-T degrees.5. Chair regular meetings of the Student Learning Outcome (SLO) Committee.6. Establish SLO Committee meeting agendas.7. Monitor and evaluate campus progress on SLO development, assessment, and reporting, in conjunction with the SLO Committee.8. Review institutional SLO data and provide feedback to the SLO Committee, Office of Institutional Research and Planning, and Vice President, Academic Affairs.9. Contribute to data collection efforts related to the District's self evaluation for accreditation.10. Encourage data-driven decision making by promoting the incorporation of SLO assessment data into the institutional planning process.

11. Serve as liaison to Academic Senate for initiatives and issues related to SLOs.
12. Execute coordinator duties in accordance with established District Board Policies and Administrative Procedures.
13. Research “best practices” related to effective SLO development and assessment processes.
14. Contribute suggestions for improving and maintaining SLO updates on the Rio Hondo Website.
15. Prepare reports as necessary in support of SLO development, assessment, and reporting across campus.
16. Develop, implement, and update a personal professional development plan on an as-needed basis.
17. Perform related duties and responsibilities as assigned.

Employment Standards (Knowledge of):

1. Planning, organization, and direction of the operations and activities related to SLOs/SAOs.
2. Purpose and structure of the Planning and Fiscal Council (PFC).
3. Capabilities of computer systems, software, and hardware used in facilitation of SLO/SAO activities.
4. “Best practices” in effective SLO development and assessment processes.
5. Mission, philosophy, and goals of the College.
6. District organization, operations, policies, and procedures.
7. California Community College System and functioning on state, local, and institutional levels.
8. Policies and practices in serving community college students.
9. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
10. Principles of business and personnel coordination.
11. Organization and coordination of records.
12. Conflict resolution practices.
13. Pertinent federal, state, and local laws, codes, and regulations, including applicable sections of the California Education Code.
14. Accessibility issues and regulations related to SLO/SAO activities.

Employment Standards (Skills & Abilities):

1. Identify and respond to faculty issues, concerns, and needs with regard to SLO/SAO activities.
2. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of SLO/SAO coordination.
3. Plan, direct, and coordinate the operations of on-site and off-site programs, services, plans, strategies, projects, goals, and objectives related to SLOs/SAOs.
4. Coordinate activities to ensure compliance with establish curriculum standards and requirements.
5. Work with campus stakeholders to monitor, evaluate, and modify services, curriculum standards, practices, processes, policies, and procedures related to SLOs/SAOs.
6. Effectively utilize computer equipment, software, information management, and

<p>course management systems in the performance of duties—including familiarity with SLOolutions, or other, SLO-related software application(s).</p> <ol style="list-style-type: none"> 7. Analyze situations accurately and adopt an effective course of action. 8. Apply and interpret pertinent laws, rules, regulations, and policies. 9. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District’s programs and functions. 10. Communicate clearly and concisely, both orally and in writing. 11. Demonstrate interpersonal skills using tact, patience, and courtesy. 12. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence. 13. Prepare comprehensive narrative and statistical reports. 14. Meet schedules and timelines. 15. Work independently with little direction and collaboratively, as needed.
<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1. Master’s degree in a related field preferred; Bachelor’s degree considered. 2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
<p>Special Requirements:</p> <ol style="list-style-type: none"> 1. 1-2 years of college teaching experience. 2. 1 year experience as a member of the Student Learning Outcome (SLO) Committee, or equivalent experience, preferred.

¹The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.