**Course-Program Assessment Coordinator
(.25 Release)**

1. In conjunction with the chair/members of the TLC and affiliated committees and department chairs, provide support and coordination for the assessment of SLOs at the course and program level.

2. Provide coaching for faculty, individually and departmentally, as they develop SLOs, assessment tools, proficiency levels, and data analysis for dialogue and feedback to close the loop on assessment.

3. Forward, schedule, receive and disseminate CSLO/PSLO related assessment research requests to the district research office through the LMC planning coordinator.

4. Identify and coordinate professional development opportunities for faculty and staff on course- and program-level SLO development and assessment.

5. Act as a liaison with the Department Chair group and attend department chair meetings.

6. Advocate faculty and staff needs related to assessment to the TLC.

7. Assist the TLC chair in compiling the institutional portfolio that documents assessment work on campus by completing the CSLO/PSLO portion of the assessment portfolio.

8. Attend regular TLC meetings and meetings of the TLC leadership team as needed.

9. Attend assessment meetings and conferences off campus as time and funding allow.