1-18-2014

Dear LMC Faculty:
     Hello! I am writing to inform each of you about four wonderful ***"Academic Senate Leadership" opportunities. These positions start, Fall 2014.*** Faculty Leadership in the community college serves many areas of human attempts and intellectual development. The faculty is charged to support student’s success while keenly teaching the skills necessary for transfer and obtaining employment. We are asked to be passionately creative in the development of our course offerings, as well as our degree and certificates programs. These encouragements are to be aligned with not only the Title V advisements, but they are to mirror the mandates and laws established by the California Education Code, such as the following*:*

A: Build the local economy.
B: Offer Career Technical Degrees for the purpose of improving the local workforce.
C: Offer academic instructions for the improvement of “Basic Skills”.
D: Advocate for Transfer and Associate Degrees.
E: Offer academic programs/student support for younger and older students.
F: Encourage, support and defend the concept of “Life Long Learning”.

As the Senate President, I encourage each of you to take advantage of our instructional purview, by engaging the concept of becoming an ***Academic Senate Faculty Leader”****.* It is my desire for each of us to support one another by sharing knowledge and inspiration, while improving our curriculum. These future instructional advancements support an environment of care and educational purpose for our students. **The following information outlines each leadership opportunity:**

**Curriculum Committee Chair/Lead
(.25Release)**

1. Create agendas, minutes and provide overall organization (includes reserving rooms, sending announcements, etc. (first and third wednesday of each month)

2 Lead in the assessment of new and existing courses to determine if they are consistent and compatible with existing LMC policies, programs and priorities.
3. Lead in the approval of courses and course prerequisites.
4. Lead in the approval placement of courses within discipline designations.
5.Lead in the approval of Local certificate requirements
6. Establish and uphold course grading policies.
7. Collaborate with appropriate parties for articulation and verification of courses.
8.Lead the committee in the evaluation of degree-applicable courses to determine if they are college-level.

9. Bring to the appropriate parties, college-wide issues such as assessment of student learning outcomes, program review and curricular aspects of the educational master plan.

10.Lead the campus in the discussion questions of curriculum balance, educational philosophy and pedagogy, and prerequisite skills.

11.Monitor special programs such as service learning and contract education.

12.Identify an official Curriculum Committee liaison to become a non-voting member of the Shared Governance Council. The liaison may be the chair or any faculty member of the Curriculum Committee.

13. Review all submissions before placing items on curriculum meeting agendas. In the event errors or discipline encroachment are evident, notify the exclusive parties.
14. Create list of Curriculum Committee recommendations for approval by the Academic Senate.

15. Verify through signature, the accuracy of all documents and that they were approved by the Curriculum Committee and the Academic Senate.

16. Conduct periodic faculty workshops on completing forms and other curriculum processes.

17. Regularly consult with Career Technical, Academic and noncredit departments on curriculum development.
18. Serve as an ex-officio (non-voting) Academic Senate member.

**Teaching Learning Committee Chair/Lead (TLC)**

**(.25 Release)**

1. Convene meetings at least once per month, additionally as needed, to complete the charge and responsibilities of the TLC.  (third tuesday of every month)

2. Handle agenda, minutes and posting of TLC information to the website with clerical support.

3. Convene interim meetings of the leadership team as needed.

4. Lead the TLC in addressing recommendations from the Shared Governance Council and the Academic Senate, and attend meetings as needed to report progress.

5. Act as a liaison with management, the Professional Development Committee and the Curriculum Committee. Attend meetings as needed to report.

6. Provide information on accreditation standards related to assessment and publicize the assessment cycle deadlines.

7. Compile the institutional portfolio that documents assessment work on campus, and make this portfolio available as evidence that the college is meeting accreditation standards, with clerical support as needed.

8. Coordinate evaluation of the assessment process on campus and make recommendations, in collaboration with the TLC, of effective practices and common areas of need.

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

**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.

**General Education Program Assessment Coordinator**

**(.25 Release)**

1. In conjunction with the members of the GE Committee, the GE chair will provide support and coordination for the assessment of SLOs at the institutional level.

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

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

4. Identify and coordinate professional development opportunities for GE faculty and staff on SLO development and assessment.

5. Advocate GE needs related to assessment to the TLC.

6. Assist the TLC chair in compiling the institutional portfolio that documents assessment work on campus by completing the GE portion of the assessment portfolio.

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

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

East County has been faced with many challenges surrounding closing the achievement gap for many students. My earnest wish is

is that both new and experienced effective leaders will inquire about these positions. These new leaders will join the Academic Senate passion, which is to supply current and relevant quality education to many of the underserved persons in East County, while continuing the legacy of updating and enriching our existing instructional offerings. As President of the Academic Senate, I would like to “Thank” each of you for your consideration. Please feel free to call me at Ext: 3441 or 3249 to discuss these roles. If a face to face meeting would be more helpful, please arrange these meetings with my assistant, Abby Dulduloa. She can be reached at Aduldulao@losmedanos.edu. **An application deadline of Februrary 13, 2014, has been established for your timely response.** Remember, “Effective Leaders Do Make A Difference”!

Silvester