

**Call for Nominations**

**General Education Chair and Assessment Coordinator**

**Title: General Education Committee Chair and Assessment Coordinator**

**Length of Assignment: August 2020-May 2022**

**Start Date: August 2020**

**OAS & Reassigned Time: .25 reassigned time August 2020-May 2022**

**Funding Source: GL 11-01-301193-679133-5XXXX (subject to change)**

**Reporting Relationship:** **GE Chair Reports to the Academic Senate**

**Project Administrator: Vice President of Instruction or designee**

**Position History/General Description:**

The General Education Committee Chair and Program Assessment Coordinator (GE Coordinator) will lead all GE SLO assessment-related activities and GE program-related activities. This position is part of the three-person leadership team of the Teaching and Learning Committee.

The coordinator will lead the GE committee in developing and implementing a research plan to assess GE SLOs and to close the loop through modifying GE SLOs. They will work with the TLC Chair and the CSLO-PSLO Coordinator as needed to lead GE SLO-related professional development activities. The coordinator will give reports as a member of the TLC and will work together with the TLC chair and the CSLO-PSLO Coordinator. Together, the three-person leadership team will report to the Academic Senate and to the Shared Governance Council.

In addition to supporting direct CSLO-PSLO-related work, the coordinator may hold workshops, suggest other professional development activities and coordinate with the district on new assessment-related technologies (such as eLumen).

**Position Description/Duties and Responsibilities:**

**Assessment**

* Chair the General Education Committee, providing leadership and coordination for the general education program.
* 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.
* 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.
* Forward, schedule, receive and disseminate GE related assessment research requests to the district research office through the LMC planning coordinator.
* Identify and coordinate professional development opportunities for GE faculty and staff on SLO development and assessment.
* Advocate GE needs related to assessment to the TLC.
* Assist the TLC chair in compiling the institutional portfolio that documents assessment work on campus by completing the GE portion of the assessment portfolio.
* Attend regular TLC meetings and meetings of the TLC leadership team as needed.
* Attend assessment meetings and conferences off campus as time and funding allow.
* Assist with assessment as it relates to GE.

**Committee Work**

* Create and distribute agendas for meetings of the GE committee
* Lead the GE committee in the review of COORs to ensure proposed new COORs or revisions to existing COORs meet the criteria for inclusion in the college’s GE program.
* Provide assistance and guidance to faculty as they write/re-rewrite their GE COORs.
* Participate and assist with writing the college’s Accreditation ISIR, particularly those sections that deal with teaching and learning and/or general education.
* Work with GPAC/SEM to coordinate college discussions around General Education and its role in student pathways

**Deliverables**

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| 1. | What: Update the General Education Position Paper in consultation with GE Committee and Academic Senate.  |
|  | When: Deadline to be set by Academic Senate |
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| 2. | What: Participate in ongoing discussions about the future of the general education program and assist, as needed, with writing any reports or holding any trainings needed on this subject.  |
|  | When: throughout duration of the term |
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| 3. | What: Plan and implement trainings and professional development workshops on effective teaching and assessment strategies. Hold two professional development workshops per academic year, at a minimum.  |
|  | When: Throughout the duration of the term |

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| 4. | What: Complete all duties listed above and meet twice each semester with the Senate Council to review accomplishments and/or problems with the general education program.  |
|  | When: Throughout the duration of the term |