

LOS MEDANOS COLLEGE

Teaching and Learning Committee (TLC) Chair

(Fall 2020 – Spring 2022)

for Teaching & Learning

TLC website: www.losmedanos.edu/tlc

The Position

The Teaching and Learning Committee Chair (TLC Chair) supports assessment-related activities through facilitating the TLC, convening and actively participating in leadership meetings with the CSLO Coordinator and the GE Coordinator, participating in other institutional committees and communicating with management. This position is part of the three-person leadership team of the Teaching and Learning Committee, TLC.

The coordinator will lead the TLC in developing and sharing an institutional portfolio on assessment and to close the loop through modifying the TLC Position Paper and/or the long-term goals of the TLC. They will work with the GE Coordinator and the CSLO-PSLO as needed on GE/PSLO/CSLO-related professional development activities. Together, the three-person leadership team will report to the Academic Senate and to the Shared Governance Council.

Essential Functions

- Convene meetings at least once per month, additionally as needed to complete the charge and responsibilities of the TLC.
- Handle agenda, minutes and posting of TLC information to the website with clerical support.
- Convene interim meetings of the leadership team as needed.
- Lead the TLC in addressing recommendations from the Shared Governance Council and the Academic Senate, and attend meetings as needed to report progress.
- Act as a liaison with management, the Professional Development Committee and the Curriculum Committee. Attend meetings as needed to report.
- Help shape, guide, and deliver ideas around Guided Pathways Pillar 4: Ensure Learning is Happening
- Provide information on accreditation standards related to assessment and publicize the assessment cycle deadlines.
- 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.
- Coordinate evaluation of the assessment process on campus and make recommendations, in collaboration with the TLC, of effective practices and common areas of need.
- Attend assessment meetings and conferences off campus as time and funding allow.

Minimum Qualifications:

- Must be employed as a full-time faculty member at LMC

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Desirable Qualifications:

- Ability to work collaboratively with faculty, staff, students, and the public and is responsive to their identified needs and diverse perspectives and backgrounds
- Ability to facilitate meetings and to effectively contribute during meetings
- Ability to accomplish organizational, operational duties in a timely manner
- Ability to communicate effectively and speak to both large groups and individuals
- An eagerness for supporting assessment-related efforts
- A familiarity with the 5-year assessment cycle and the roles and responsibilities of the GE Chair, the PSLO/CSLO Coordinator and the TLC

Assignment / Compensation:

- 25% reassigned time (or the equivalent hours at the non-instructional rate) for Fall 2020 – Spring 2022

Timeframe:

- Funding available for the foreseen future, as evidenced by the May 2012 TLP Position Paper.

To Apply:

- If you are interested in applying for this position, please submit a letter of interest by **Thursday, March 5, 2020, at 11:59 pm**, emailed to Scott Hubbard, the outgoing TLC Chair (shubbard@losmedanos.edu). In the letter, please include why you're interested in the position and the professional strengths and experiences you believe make you a good candidate for the job. Letters will be read by the entire Teaching and Learning Committee, at the March 10, 2020 meeting. Final decisions will be made at that meeting.

The chair is more than happy to provide any guidance and answer any questions that you may have about the position or the application process.