

# LOS MEDANOS COLLEGE

## **General Education Program Assessment Coordinator** *for Teaching & Learning*

---

**(Fall 2019 – Spring 2020)**

### **The Position**

The General Education 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, TLC.

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.

This position will complete the remaining one year in the current GE Coordinator term, with the option to continue on for an additional two year term (through Spring 2022).

### **Essential Functions**

#### *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.

---

# LOS MEDANOS COLLEGE

---

- Assist with assessment as it relates to GE.

**Minimum Qualifications:**

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

**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 accomplish organizational, operational duties in a timely manner
- Ability to communicate effectively and speak to both large groups and individuals
- Ability to utilize new technologies when appropriate
- An eagerness for supporting assessment-related efforts
- Knowledge of effective data collection, assessment and analyzation techniques for document usage and reporting purposes.

**Assignment / Compensation:**

- 25% reassigned time (or the equivalent hours at the non-instructional rate) for Fall 2018 –Spring 2020

**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 Wednesday, April 10, 2019, at 11:59 pm, emailed to Scott Hubbard, 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 April 10 meeting. Final decisions will be made at that meeting.