

Duldulao, Abigail

From: Henderson, Silvester
Sent: Wednesday, January 18, 2017 1:10 PM
To: Duldulao, Abigail
Subject: Fw: Leadership Opportunity (Full Time Faculty): Course Program Assessment Coordinator (Start/Fall 2017) (Fall 2017)

From: Henderson, Silvester
Sent: Thursday, December 15, 2016 11:55 AM
To: LMC ALL Faculty Full-time; Horan, Kevin; Kratochvil, Bob
Cc: Ybarra, Nancy; Moore, A'kilah; Hannum, Natalie
Subject: Leadership Opportunity (Full Time Faculty): Course Program Assessment Coordinator (Start/Fall 2017) (Fall 2017)

12-15-2016

Dear Los Medanos College Full Time Faculty:

Hello! The Academic Senate is seeking one *Full Time Faculty* members to become the "**Course-Program Assessment Coordinator**", for Los Medanos College. This appointment will begin Fall 2017. This leadership position requires active involvement with the Teaching Learning Committee (TLC). The current 2016 - 2017 responsibilities are outlined as follows:

**Course-Program Assessment Coordinator
(.25 Reassign Time/Two Year Appointment)**

1. In conjunction with the 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.

All interested applicants are requested to submit their interest, in writing, by February 2, 2017 at 4:00 P.M. The selected faculty members will be confirmed by the Academic Senate, following the "**Teaching Learning Committee's**" review and first level approval. The official confirmation will take place during the Academic Senate February 27, 2017 Bi-Monthly Meeting. This meeting will be held at 3:00 P.M., in L109. All prospective applicants should attend this listed meeting so that the Academic Senate may ask questions which will validate the applicants leadership interest. Thank you for your consideration and kindness. Happy Holiday!

Warmest Regards,

Silvester Henderson, President/Professor
Faculty Senate Coordinating Council (Chair)
Los Medanos College Academic Senate
(925) 473-7806 (Office)
(925) 565-6107 (Cell)