



RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Learning Outcomes Coordinator

40% Released Time

Closing Date: February 5, 2024

Objectives of Assignment:

To devise strategies for GCC to attain persistence in student learning outcomes and assessment cycles (SLOACS).

Description of Assignment:

The LO Coordinator works with the Academic Senate and eLumen/Database Coordinator to envision and enact strategies campus-wide to develop a culture that utilizes systematic evaluation of student learning for decision making at the course, program, and institutional levels.

Supervision Exercised and Received:

Supervision provided by the Vice President, Instructional Services.

Tasks and/or Activities Required:

- Chairs LO Committee.
- Leads the training and development of sustainable and useful learning outcomes and assessment cycles.
- Works with faculty to write and revise course, program, and institutional learning outcomes.
- Works with eLumen/Database coordinator to ensure that the current inventory of learning outcomes and assessments is accurate and comprehensive.
- Trains and advises faculty and staff on SLOAC implementation at the course, program and institutional levels.
- Advises faculty and staff on the quality of SLOAC's .
- Helps ensure that all faculty are participating in SLOACs.
- Designs and presents Staff Development workshops and Faculty Center for Learning and Teaching workshops tailored to current campus SLOAC needs.
- Introduces tools and training materials for SLOACs.
- Presents SLOAC information at faculty meetings, division meetings, and division retreats.
- Continually revises and updates campus SLOAC timeline.
- Consults with the Academic Senate to address SLOAC issues, make SLOAC guidelines, and create task forces related to SLOACs.
- Designs and maintains the SLO Website.
- Maintains currency with regard to SLOAC, decision making from the local, state and federal levels.
- Represents Glendale Community College as the Student Learning Outcomes Coordinator.

Released Time Opportunity
Learning Outcomes Coordinator
40% Released Time
Page 2

- Works with Program Review Committee, Planning Committees (Team B), and IPCC to ensure the appropriate utilization of SLOACs and SLOAC data into Program Review, College Planning, and Budget Committees
- Collaborates with eLumen/Database coordinator and other campus groups to engage in dialogue, discussion, and alignment of practices based on assessment results
- Collaborates with Curriculum and Instruction Co-Chairs, Associate Dean, Curriculum Management and the Dean, Research, Planning and Grants.
- Works with eLumen/Database Coordinator to document ongoing campus inventory of LO's and assessments for reporting purposes.

Preferred Qualifications:

Knowledge of:

- a. accreditation standards and themes
- b. comprehensive understand of SLOAC
- c. curriculum content and processes
- d. assessment practices and methods
- e. institutional planning
- f. college culture
- g. teaching expertise (including delivering modalities and sensitivity to program differences)

Ability to:

- a. Facilitate groups of various sizes (individuals, departments, divisions, whole college)
- b. Motivate, organize, and problem solve
- c. Communicate and present to faculty and staff of diverse backgrounds, knowledge bases, and perspectives
- d. Provide resources and advice
- e. Chair committee meetings
- f. Monitor assessment processes
- g. Collaborate and work well with others; build rapport

Stipend and/or Released Time:

40% released time

Term of Assignment:

3 years subject to an annual review by the RT/EP Committee and the availability of funding.

Released Time Opportunity
Student Learning Outcomes Coordinator
40% Released Time
Page 3

Application Procedure:

1. Interested faculty members should submit an application and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*



APPLICATION FORM

Learning Outcomes Coordinator

40% Released Time

Closing Date: February 5, 2024

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*