



POSITION TITLE

Student Learning Outcomes Coordinator

EMPLOYMENT STATUS

**0.5 Faculty Reassigned Time Opportunity
Open to West Los Angeles College Probationary and Tenured Full-time Faculty**

**APPLICATION DEADLINE
November 18, 2013**

Description

To improve teaching and learning, the Student Learning Outcomes (SLO) Coordinator will be responsible for providing leadership and guidance to faculty and staff for the development and assessment of Student Learning Outcomes at the course, program, institutional, student services, and administrative services levels. The opportunity is open to all West probationary and tenured faculty members and will begin immediately upon selection. The SLO Coordinator reports to the Dean of Teaching & Learning and co-chairs the SLO Committee, which reports to the Academic Senate through the Curriculum Committee.

Position Goals

1. Successful campus-wide ongoing dialogue on student learning outcomes.
2. Ongoing continuous closed-loop student learning outcomes assessment at the course, program, institutional, student services, and administrative services levels.
3. Using college-wide assessment of learning outcomes to improve teaching, learning, and delivery of services.

Sample Duties & Responsibilities

Process Development and Leadership

- Work with members of the college community in developing, promoting, and implementing student learning outcomes at the course, program, institutional, student services, and administrative services levels.
- Provide overview on assessment activities and data for planning.
- Integrate Student Learning Outcomes with other college initiatives such as Program Review and Planning. Assist faculty, division heads, and deans to integrate assessment of student learning outcomes activities and data into the Program Review and Planning process.
- Serve as Co-chair of the SLO Committee and a member of the Curriculum Committee.
- Stay current in SLO scholarship, including appropriately attending conferences, and ensure that SLO information is disseminated effectively

West Los Angeles College, founded in 1969, is part of the California Community College system. We are located in the hills of Culver City on 70 beautiful acres with views of Marina del Rey, West LA and Century City. The park-like setting and small class sizes give the campus a private school atmosphere.

DEGREE & CERTIFICATE PROGRAMS

West offers over 65 Associate degree and certificate programs. Offerings include university transfer courses and career training in high-paying occupations including dental hygiene, paralegal, nursing, aviation technology, computer science, real estate and more.

HERE TO HELP

West is committed to student success. We offer a variety of support services to help students reach their goals including educational counseling, a university transfer center, and financial aid. EOP&S, TRIO and CARE are just a few programs to help low income and non-traditional students reach their goals. The Disabled Student Programs and Services (DSPPS) office offers assistance to students with learning and physical disabilities.

ACTIVITIES & ATHLETICS

In addition to an outstanding education, West students enjoy fun and enriching activities including cultural, social and academic clubs and student government as well as an active athletics programs with competitive teams for both men and women.

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through the campus community.

- Increase the awareness of ACCJC standards and expectations of student learning outcomes in the accreditation process at West.
- Promote research pertaining to assessment of student learning outcomes and the use of such data to make improvement in teaching and learning.
- Encourage collaboration and conversations within and across departments/divisions.

Professional Development

- Conduct campus-wide forums, workshops, trainings, and meetings to facilitate dialogue, generate interest and participation in SLO dialogue, and provide an opportunity for inquiry regarding student learning outcomes.
- Facilitate forums for SLO discussions across campus and areas.
- Serve as a resource for faculty and staff, individually and collectively, as they develop written SLOs, assessment tools, evaluation processes, and data analysis for feedback to improve each course and program, while ensuring the institutional SLOs are addressed.
- Develop new professional development opportunities and coordinate various ongoing faculty-development efforts to help faculty and departments improve teaching and enhance student learning including training on a variety of assessment methods and techniques.
- Revise, and develop as necessary, training handbooks to reflect current plans, processes, and best practices.
- Provide educational and training activities pertaining to the assessment of student learning outcomes for faculty and staff.

College-wide Dialogue, Communication, and Reporting

- Create, maintain, and monitor semester reporting forms for all assessment activities on campus: courses, programs, institutional, student services, and administrative services and review them with constituent groups.
- Provide regular reports and updates at college-wide meetings such as Curriculum Committee, Academic Senate, Divisional Council, and College Council regarding SLO progress.
- Update the SLO Website (www.wlac.edu/slo) and monthly SLO newsletter.
- Document the progress of the past year's student learning outcomes assessment activities and accomplishments across the campus, including instructional and service areas, and use the report to make necessary improvements and adjustments to the assessment effort.
- Review and contribute to portions of accreditation reports that deal with SLOs; check for accuracy and evidence. Serve as a resource for any team writing about SLOs.
- Document and archive assessment materials for accreditation.

Desirable Qualifications

1. Experience in planning and coordinating college-related activities.
2. Good organizational skills and a demonstrated ability to plan and follow through on projects.
3. Strong written and oral communication skills. Familiarity with college policies and procedures.
4. Demonstrated knowledge and involvement of SLO development, assessment, and review process.
5. Experience in working on a diverse campus and a demonstrated commitment to cultural competence within an academic setting.
6. Commitment to ensuring that student learning outcomes are woven into the fabric of the college's learning process at every level.

Application Process

Interested faculty must submit letters of interest to Ms. Judith Fierro in the Office of the Vice President of Academic Affairs by November 18, 2013 no later than 4 pm.

Interested applicants must be West Los Angeles College probationary or tenured faculty. Each applicant will submit a letter of interest that should include relevant qualifications and experience with the SLO cycle: development, assessment, dialogue, and implementation of changes.

Interested applicants who have questions may email Mary-Jo Apigo, Dean of Teaching & Learning at apigomj@wla.edu.