

APPENDIX D.6

OTHER REASSIGNED TIME

Other ongoing reassigned time not listed elsewhere in the Contract:

Cabrillo College Faculty Senate 53 units annually

Faculty Senate positions are presently reassigned as follows:

Annual units

President (including 3 units for summer)	18
Vice President	6
Secretary	2
Treasurer	2
Curriculum Committee Chair	6
Academic Council Chair	2
Content Review Subcommittee Chair	2
Student Learning Outcome Coordinator (SLO)	15

**APPENDIX D.6
SLO Coordinator Duties**

black=ongoing

purple=shorter term project

Accreditation	OARC	eLumen	SLO Assessment Ed.	Program Planning	Curriculum	Faculty Senate
Ensure that all ISLOs, PSLO, and CSLOs are assessed and reassessed institution-wide for continuous improvement.	Chair committee, including drafting meeting agendas and minutes.	Develop and maintain fluency in the eLumen Assessment module in the Faculty, Department Coordinator, SLO Coordinator, and Data Steward roles.	Maintain existing training materials (print and video) and update as-needed.	Serve as a member of Council on Instructional Planning (CIP).	Read and approve all Course and Program SLOs, advising on revisions as-needed.	Serve as liaison to Senate, providing regular updates on SLO activities and making longer presentations for information and action.
Serve as ex-officio member on IEC, helping to write its annual report and participating on sub-committees to maintain quality and consistency in SLO assessment and related processes.	Read all assessment portions of any campus department that offers courses going through program planning in a given year.	Develop and maintain proficiency in eLumen Curriculum and Program Planning modules to carry out duties related to advising and approvals in those areas.	Support faculty and department chairs with SLOs development and assessment in various workshop settings, including Flex Week and Flex Friday activities for ongoing and new faculty, department meetings, and meetings of department chairs.	Read all Instructional program plans.	Read and review all course proposal general descriptions, objectives, assignments, methods of evaluation, and content areas.	Coordinate with Senate leadership to recruit OARC members.
Research and draft Standard 1B and other preparations leading up to accreditation report and visit (over two-three years).	Analyze reports, including program plans, looking for trends.	Participate in ongoing eLumen training related to SLO Assessment, including annual eLumenation summer conference and other "mini" conferences.	Train department chairs one-on-one and in small groups in mapping, planning, and reporting on department SLO assessment in eLumen.	Assist departments with writing and revising SLO sections of plan.	Help develop, troubleshoot, and maintain SLO Mapping curriculum revision workflow.	
	Write OARC annual report for submission and presentation at Faculty Senate.	Troubleshoot assessment issues, including meeting with Cabrillo IPAs and eLumen reps as-needed.	Educate faculty and department chairs on the relationship between writing SLOs and assessing SLOs.	Assist departments with scheduling SLO assessment.	Write SLO materials for college catalog.	

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	Communicate OARC annual report findings to campus.	Track SLO assessment progress in Instruction through eLumen and report status to CIP and ACCJC. Retrieve assessment progress for program planners. Pre-set assessment cycles in eLumen	Educate the larger campus community on SLOs, including presentations to CPC, the Governing Board, and in other campus venues.	Assist in developing quality assurance plans and policies for instructional SLO assessment.		
	Maintain OARC website and BoardDocs pages.	Continue to implement mapping college-wide, training DCs and troubleshooting unique courses and programs.		Report any irregularities with SLO forms and reports to the Deans and VPI.		
	Coordinate with Guided Pathways to align OARC goals and college SLO processes to ensure students are learning and to reduce equity gaps among student groups.	Implement Canvas > eLumen integration to import student grades for easy individual data (grade) collection.				
	In coordination with Guided Pathways, expand and institutionalize college-wide SLO data disaggregation by designated student groups.					