

**OTHER ACADEMIC SERVICES and REASSIGNED TIME JOB ASSIGNMENT**

**Academic Year: OAS 2019-20; Reassigned Time August 2020-May 2022**

**Title: General Education Committee Chair**

**Length of Assignment: “Chair-elect” November 2019-May 2020; Chair August 2020-May 2022**

**Start Date: November 2019**

**OAS & Reassigned Time: OAS November 2019-May 2020**

 **.25 reassigned time August 2020-May 2022**

**Funding Source: GL 11-01-301193-679133-5XXXX (subject to change)**

**Reporting Relationship:** **GE Chair Reports to the Academic Senate**

**Project Administrator: Vice President of Instruction or designee**

**Position History/General Description:**

The General Education Committee Chair and 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.

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 (such as eLumen).

**Position Description/Duties and Responsibilities:**

**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.
* Assist with assessment as it relates to GE.

**Committee Work**

* Create and distribute agendas for meetings of the GE committee
* Lead the GE committee in the review of COORs to ensure proposed new COORs or revisions to existing COORs meet the criteria for inclusion in the college’s GE program.
* Provide assistance and guidance to faculty as they write/re-rewrite their GE COORs.
* Participate and assist with writing the college’s Accreditation ISIR, particularly those sections that deal with teaching and learning and/or general education.
* Work with GPAC/SEM to coordinate college discussions around General Education and its role in student pathways

The selected candidate will begin their term as Chair in August 2020 and will act as the “Chair-elect” from November 2019 to May 2020. This will allow the new Chair time to shadow the current chair and learn the duties expected of the Chair. The Chair-elect will also be charged with examining the current GE position paper and make recommendations for improvement and alignment with current college initiatives.

The Chair-elect will be expected to spend 5-10 hours per month performing these shadowing duties and will be compensated at their OAS rate.

**Deliverables**

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| 1. | What: Update the General Education Position Paper in consultation with GE Committee and Academic Senate.  |
|  | When: due to Academic Senate by Spring Break 2020 |
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| 2. | What: Participate in ongoing discussions about the future of the general education program and assist, as needed, with writing any reports or holding any trainings needed on this subject.  |
|  | When: throughout duration of the term |
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| 3. | What: Plan and implement trainings and professional development workshops on effective teaching and assessment strategies. Hold two professional development workshops per academic year, at a minimum.  |
|  | When: Throughout the duration of the term |

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| 4. | What: Complete all duties listed above and meet twice each semester with the Senate Council to review accomplishments and/or problems with the general education program.  |
|  | When: Throughout the duration of the term |