

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT (COLLEGE DISTRICT)**

**AND**

**SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA)**

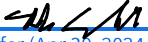
**April 30, 2024**

**DATA LIAISON**

1. This Memorandum of Understanding (hereinafter, "MOU") is entered into by and between the Southwestern Community College District (hereinafter, "District") and the Southwestern College Education Association (hereinafter, "SCEA") for data liaison reassign time.
2. The District and SCEA agree to the following terms and conditions for the data liaison reassign time for Fall 2024 and Spring 2025:
  - Data Liaison
    - Twenty percent (20%) reassign time for full-time faculty or the equivalent stipend for part-time faculty
    - Not to exceed eight (8) faculty members
3. Scope of duties for each assignment will be provided to participating faculty by the Dean of Instructional Support Services. ([Appendix A](#))
4. This MOU is effective the Fall 2024 semester and shall remain in effect through the Spring 2025 semester and shall supersede the MOU dated February 8, 2022.
5. Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and by all parties to this MOU.
6. This MOU, consisting of Appendix A for a total of four (4) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
7. Any dispute regarding compliance with the terms of the MOU shall be adjudicated in accordance with the grievance procedure in Article 12 of the current collective bargaining agreement.

8. In witness whereof, the parties to this MOU through their duly authorize representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

For SCEA:

  
S. Rob Shaffer (Apr 30, 2024 20:01 PDT)

Apr 30, 2024

Rob Shaffer, President

Date

For SWCCD:



Apr 30, 2024

Angela Riggs, AS/VP of HR

Date

## Appendix A

### **Scope of Duties: Data Liaison**

Data Liaisons are faculty that, under the direction of the cognizant Dean and supported by the Data Liaison Coordinators, are responsible for training, supporting and collaborating with colleagues and facilitating discussions to foster data-driven innovations through measurable results that directly support our commitment to student success.

Data Liaisons are assigned to a specific Field of Study (FoS) and are an integral member of the Student Success Teams (SST).

#### Responsibilities:

- Support the Student Learning Outcome (SLO) assessment and review processes for courses and programs within their respective Fields of Study (FoS), including the facilitation of systematic collection of SLO data and performing detail-oriented tasks involving SLO organization in the District's SLO database.
- Review and utilize SWC's data dashboards and District-approved Data Systems to lead discussions within SSTs around data and help identify gaps or opportunities for various activities and interventions. The Data Liaisons are tasked with using the data to provide thorough analysis and recommendations to the cognizant Dean and Student Success Team of their area(s).
- Attend FoS Success Team meetings.
- Serve as a liaison between SST and faculty/staff within each FoS on matters relating to Learning Outcomes or data relating to student success or their field of study.
- Attend Data Liaison team meetings.
- Deliver FoS/School data and SLO workshops as directed through the FoS Dean or the Dean of Instructional Support Services.
- Work with assigned FoS Success Team to:
  - Regularly provide and present data as requested
  - Identify equity gaps within assigned FoS
  - Provide coaching and training on data literacy
  - Present actionable data to help plan, implement, and evaluate interventions that improve student success and close equity gaps
- Collect and share participant survey/feedback data following workshops, presentations, and other data liaison related interactions.
- Train and support discipline faculty:
  - in FoS with data needs (e.g., interpreting course and program level data) with the inclusion and interpretation of data in Program Review and Faculty Hiring Prioritization submissions within each FoS
  - in the creation of rubrics and assessment tools used for collecting SLO data.
  - with the input of SLO data into the district approved data system and remind faculty of due dates for SLO data entry.

- facilitate the creation and modification of SLOs with faculty in the FoS as directed by the cognizant Dean (e.g., when new courses are created or when faculty want to revise or add to what is being assessed).
- Collaborate with faculty to facilitate the creation of Outcomes Assessment Timelines (OATs), ensure OAT schedules are parallel with discipline program review cycles, submit updated OATs to the Office of Institutional Research and Planning each time a comprehensive review is completed, keep OATs current throughout the program review cycle, store OATs in the district approved data system for documentation purposes, and inform faculty of deadlines stated in the OATs.
- Input and manage all approved new, modified, and inactivated SLOs in the district approved data system.
- Map course SLOs to Institutional-level and program-level outcomes in the district approved data system and ensure mappings are kept current.
- Create and distribute SLO assessment packages for faculty to report SLOs as stated in the OATs via the district approved data system.
- Support faculty in SLO data discussions (e.g., provide faculty with SLO data and/or train faculty to review the data), monitor notes documenting the discussions are created and stored in the district approved data system.
- Collaborate with program review leads, discipline Chairs, and Deans to use SLO data and assessment results (e.g., notes from SLO data discussions, etc.) to identify program improvements and include them in program review.
- Review and discuss institutional-level SLO data and provide feedback and recommendations for improvement of Institutional Student Learning Outcomes when required by ACCJC.
- Complete an evaluation survey each term that summarizes Data Coach Liaison activities conducted and accomplishments across the Field of Study.