

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTITUTIONAL PROGRAM REVIEW AND OUTCOMES COORDINATOR (PILOT POSITION UNTIL SPRING 2016)

SUMMARY DESCRIPTION

Under the direction of the Dean of the Office of Institutional Effectiveness (OIE) and in collaboration with the Accreditation Liaison Office (ALO) and the Academic Senate President, the Institutional Program Review and Outcomes Coordinator (IPROC) facilitates, coordinates, and oversees the institutional program review and student learning outcomes (SLO) assessment processes and their use in integrated planning and institution-wide decision-making.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Co-chairs the Institutional Program Review Committee with the Director of Institutional Planning, Research & Grants (IPRG) and chairs the Student Outcomes and Achievement Review (SOAR) Committee. Oversees the planning, implementation, and evaluation (PIE) of the processes of program review, integrated planning, and SLO development and assessment.
2. Serves as a resource and point of contact for every Division/School/Unit/Department/Discipline/Individual working on SLO development/assessment and completing program review, both of which support integrated planning efforts, strategic planning, resource allocation and prioritization.
3. Assists in the development of activities, tools and rubrics with faculty/unit members for the measurement of outcomes.
4. Works with support staff to ensure that all SLO results and completed program review Snapshots and related documents are stored and maintained in an accessible electronic format available to the campus community in SharePoint. The Coordinator also assists support staff with the maintenance of written records, such as agendas and minutes of the College IPRC and SOAR Committees.
5. Maintains and provides reports on program review, the SCC prioritization process, and ISLOs/SLOs/SAOs/AUOs results to the district and surrounding community and all Divisions/Schools/Departments/Individuals as requested. Provides evidence for the accreditation self-evaluation and to inform the budget development process.
6. In collaboration with the Director of IPRG and the SOAR Chair, assists the IPRC, the SCC, the Academic Senate, and the ALO in accreditation matters related to SLOs and program review including the use of data and evidence in resource allocations, integrated planning and prioritization of resources. Attends related retreats and trainings.
7. Ensures that the program review process and integrated planning processes are implemented institution-wide in a timely manner, manages the integrated planning process, and ensures outcomes data and evidence, the SWC Mission, and strategic priorities are used in the development of all program review documents.
8. Ensures that the program review process includes evidence of dialogue about SLO assessment results, plans for improvement of student learning and student achievement data, strategic priorities, and their relation to discipline/unit goals and needs in support of resource allocation requests.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Institutional Program Review and Outcomes Coordinator - *Continued*

9. Collaborates closely with all relevant segments of the District, including the Academic Senate, Academic Affairs, Student Affairs, OIE, IPRG, Staff Development, and the College Webmaster and serves on relevant committees.
10. Provides support to all District units for the completion of program review through the use of District-created or -purchased software including eLumen and other software purchased to support these processes.
11. Works with Office of Community Relations and the College Webmaster to make revisions to relevant websites.
12. Facilitates and provides assistance in writing the comprehensive Program Review of the OIE office.
13. Provides guidance to staff that provide technical support to District employees for eLumen and any other software or technology used in SLO data collection and program review completion.
14. Facilitates the Shared Consultation Council's prioritization process and provides work assignments for clerical and research staff providing support for the process.
15. Exhibits mastery in the use of eLumen software and any other software or technology used in SLO data collection and program review at a skill level appropriate to provide demonstrations of the software to its users in the District.

KNOWLEDGE AND ABILITIES

Knowledge of:

Organizational structure of the College District and the Shared Consultation Council.

Learning outcomes and the role of learning outcomes in the accreditation self-evaluation process.

Institutional Program Review and its role in the integrated planning and the accreditation self-evaluation process.

The SWC budget development process and the role of program review and learning outcomes data in resource allocation.

The Shared Consultation Council prioritization process.

Accreditation standards for our district as established by the Accrediting Commission for Community and Junior Colleges.

Institutional software including, Microsoft Office, SharePoint, eLumen, CurricUNET, program review software, and the college website.

Ability to:

Conduct meetings and serve on committees.

Communicate with College District employees effectively and clearly.

Clearly and accurately interpret ACCJC self-evaluation standards and requirements to staff and work to ensure College District compliance.

Provide work direction for classified professional staff.

Organize complex projects and develop reports.

Travel to represent the College District at conferences and on local and state committees.

Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of College District goals.

Interpret and apply applicable Federal, State, and College District policies, laws, and regulations.

MINIMUM QUALIFICATIONS

A Master's degree in a discipline or field. Applicants must be a full-time, tenured faculty member at Southwestern College. Must have a minimum of two years of leadership experience and at least two

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Institutional Program Review and Outcomes Coordinator - *Continued*

years of demonstrable experience with student learning outcomes and program review at an institution of higher education.

DESIRED QUALIFICATIONS

Three years of experience requiring leadership, organizational management, and advanced technical skills in an educational environment.

ELIGIBILITY

Successful candidate must be a full-time member of the Southwestern College faculty.

COMPENSATION

Coordinator will receive no less than 20% reassigned time in the spring 2014 and 100% reassigned time in 2014-15 and 2015-16.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction to exchange information in person or on the telephone and to conduct presentations.

January, 2014
Human Resources