

**Side Letter of Agreement 2013-14.13**

**Cabrillo Community College District  
and the  
Cabrillo College Federation of Teachers**

**Student Learning Outcomes Coordinator through 2019  
Special Project 11.6.2**

The District and CCFT hereby agree to the following:

The current contract in Article 11.6.2 limits special projects to two years. Since 2004-05, a special project Student Learning Outcomes (SLO) coordinator has been provided at a 50% assignment. The parties agree to continue the current 50% assignment through spring 2019.

The Accreditation Standards require that after integrating SLOs into the course, certificate and degrees, the colleges must achieve sustainability in their SLO Assessment process as well. As a result of the ACCJC fall 2013 visit, the SLO Coordinator, working with the Assessment Review Committee (ARC), must respond to the ACCJC recommendation #2, as well as Planning Agendas established by the College self-evaluation.

The focus of the SLO coordinator responsibilities has changed from ensuring that all programs had SLOs and assessed them to ensure compliance with new ACCJC recommendations. In addition, this position supports the implementation of the CurricUNET SLO module, the Institutional Effectiveness Committee, and campus SLO quality control efforts. We have not yet reached 100% assessment of course SLOs which is an ACCJC requirement.

The following table shows the changes in responsibilities for the SLO Coordinator from the period of 2010 through 2014 and the new proposed side letter for 2014-2019.

<b>2010</b>	<b>2014</b>
<b>Accreditation</b> <ul style="list-style-type: none"><li>• Serve on Standard IIA Committee and help write Standard IIA.</li><li>• Write SLO and Program Planning Chapter.</li><li>• Check all parts of Self-Evaluation for accuracy about SLOs.</li><li>• Meet with Accreditation Site Visiting Team.</li></ul>	<b>Accreditation</b> <ul style="list-style-type: none"><li>• Develop plan to meet Recommendation #2.</li><li>• Facilitate completion of plan</li><li>• Write about how college met Recommendation #2 for mid-term report.</li><li>• Check mid term report for accuracy about SLOs.</li><li>• Meet with any Accreditation visiting team, if needed.</li></ul>

<p><b>ACCJC</b></p> <ul style="list-style-type: none"> <li>• Write SLO section of annual report.</li> <li>• Write any other required SLO reports (such as SLO Proficiency Report).</li> </ul>	<p><b>ACCJC</b></p> <ul style="list-style-type: none"> <li>• Write SLO section of annual report.</li> <li>• Write any other required SLO reports (such as SLO Proficiency Report).</li> </ul>
<p><b>Assessment Review Committee</b></p> <ul style="list-style-type: none"> <li>• Chair committee.</li> <li>• Read all assessment portions of any campus department going through program planning in a given year.</li> <li>• Analyze reports, looking for trends.</li> <li>• Write ARC annual report.</li> <li>• Communicate ARC annual report findings to campus.</li> </ul>	<p><b>Assessment Review Committee</b></p> <ul style="list-style-type: none"> <li>• Chair committee.</li> <li>• Read all assessment portions of any campus department going through program planning in a given year.</li> <li>• Analyze reports, looking for trends.</li> <li>• Write ARC annual report.</li> <li>• Communicate ARC annual report findings to campus.</li> </ul>
<p><b>Assessment Training</b> Provide training in writing and assessing SLOs and AUOs to:</p> <ul style="list-style-type: none"> <li>• Instructional Faculty.</li> <li>• Student Services.</li> <li>• Administrative Departments.</li> </ul>	<p><b>Assessment Training</b> Provide training in writing and assessing SLOs to:</p> <ul style="list-style-type: none"> <li>• New and adjunct Instructional Faculty, Program Chairs, and entire departments as needed.</li> <li>• Student Services departments as needed.</li> </ul>
<p><b>Council of Instructional Planning</b></p> <ul style="list-style-type: none"> <li>• Serve as non-voting member of committee.</li> <li>• Read all Program Plans.</li> <li>• Assist Departments with writing and revising SLO sections of plan.</li> <li>• Assist departments with scheduling SLO assessment.</li> <li>• Help create forms and checklists.</li> <li>• Assist in developing quality assurance plans and policies for SLO assessment.</li> </ul>	<p><b>Council of Instructional Planning</b></p> <ul style="list-style-type: none"> <li>• Serve as non-voting member of committee.</li> <li>• Read all Program Plans.</li> <li>• Assist Departments with writing and revising SLO sections of plan.</li> <li>• Assist departments with scheduling SLO assessment.</li> <li>• Help create forms and checklists.</li> <li>• Assist in developing quality assurance plans and policies for SLO assessment.</li> </ul>
<p><b>Curriculum Committee</b></p> <ul style="list-style-type: none"> <li>• Serve as SLO Subcommittee chair.</li> <li>• Read and approve SLOs in all course outlines.</li> <li>• Write SLO materials for college catalog</li> </ul>	<p><b>Curriculum Committee</b></p> <ul style="list-style-type: none"> <li>• Serve as SLO Subcommittee chair.</li> <li>• Read and approve SLOs in all course outlines.</li> <li>• Write SLO materials for college catalog</li> </ul>
<p><b>CurricUNET SLO Module</b></p> <ul style="list-style-type: none"> <li>• This did not exist in 2010 and was not part of the Coordinator’s responsibilities.</li> </ul>	<p><b>CurricUNET SLO Module</b></p> <ul style="list-style-type: none"> <li>• Develop module with CurricUNET (including reports, assessment forms, instructions).</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake pilot of project.</li> <li>• Develop plan for implementing module.</li> <li>• Train Instructional, Student Services and Administrative departments in how to use it (Spring 2014-Spring 2016).</li> <li>• Trouble shoot issues with module.</li> </ul>
<p><b>Education</b> Educate campus community about assessment matters through:</p> <ul style="list-style-type: none"> <li>• Governing Board reports.</li> <li>• Professional Development Workshops.</li> </ul>	<p><b>Education</b> Educate campus community about assessment matters through:</p> <ul style="list-style-type: none"> <li>• Governing Board reports.</li> <li>• Professional Development Workshops.</li> </ul>
<p><b>Faculty Senate</b></p> <ul style="list-style-type: none"> <li>• Serve as liaison to Senate.</li> <li>• Report on ARC activities and any other campus SLO issues.</li> </ul>	<p><b>Faculty Senate</b></p> <ul style="list-style-type: none"> <li>• Serve as liaison to Senate.</li> <li>• Report on ARC activities and any other campus SLO issues.</li> </ul>
<p><b>Institutional Effectiveness Committee</b></p> <ul style="list-style-type: none"> <li>• This did not exist in 2010 and was not part of the Coordinator's responsibilities.</li> </ul>	<p><b>Institutional Effectiveness Committee</b></p> <ul style="list-style-type: none"> <li>• Serve as ex-officio member of this new committee.</li> <li>• Read all goals from any program plans produced in a given year.</li> <li>• Analyze goals to identify themes and aid integration of planning and resource allocation.</li> <li>• Help write annual report.</li> </ul>
<p><b>Quality Control of Campus Assessment Processes</b></p> <ul style="list-style-type: none"> <li>• This was not part of the Coordinator's responsibilities in 2010.</li> </ul>	<p><b>Quality Control of Campus Assessment Processes</b></p> <ul style="list-style-type: none"> <li>• Read Instructional Annual reports and submitted SLO forms.</li> <li>• Report to the VPI and Deans about any irregularities with SLO forms and reports.</li> <li>• Track SLO assessment progress in Instruction (through SLO Tracking Tool) and report to CIP and ACCJC about status.</li> <li>• Approve any departmental SLO forms submitted through CurricUNET SLO module.</li> <li>• Update SLO Benchmarks and Dashboard each year.</li> </ul>

<p><b>SLO Website</b></p> <ul style="list-style-type: none"> <li>• Assist PRO office with creation and maintenance of SLO website.</li> <li>• Update website as needed.</li> </ul>	<p><b>SLO Website</b></p> <ul style="list-style-type: none"> <li>• Assume full responsibility for creation and maintenance of SLO website.</li> <li>• Update website as needed.</li> </ul>
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Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
For Cabrillo Community College District

By: \_\_\_\_\_  
For Cabrillo College Federation of Teachers