Side Letter of Agreement 2020-21.11

Cabrillo Community College District (District)
and the
Cabrillo College Federation of Teachers (CCFT)

Student Learning Outcomes (SLO) Coordinator
Special Project 11.6.2

The District and CCFT hereby agree to the following, effective July 1, 2021:

The current contract in Article 11.6.2 limits special projects to two years. Since 2004-05, a special project SLO Coordinator has been provided at a 50% assignment (equivalent of 7.5 TUs per semester for Fall/Spring of each academic year). The parties agree to continue the current 50% assignment until such time as it is incorporated into the contract, or prior to the two year term for a special project.

- CCFT and the District agree there is a shared interest in incorporating the substance and language of this side letter into the contract at the time the full contract re-opens for negotiation.

16.16   Professional Ancillary Activities
In accordance with Education Code section 87482.5 (c) (1), CCFT and the District agree that service in professional ancillary activities by unit members employed under this section, shall not be used for purposes of calculating eligibility for contract or regular status.

16.16.1   Professional ancillary activities include governance, staff development (except flex hours required according to Article 9.2), grant writing, advising student organizations, short-term restricted fund assignments, Department Chair units, SLO Coordinator work and union activity.

16.16.2   Teaching unit compensation for professional ancillary activities shall be counted toward eligibility for adjunct benefits as provided in Article 14.4.

16.16.3   CCFT will not pursue tenure claims on behalf of employees who accept professional ancillary activities assignments as defined herein.

Accreditation Standards require that, after integrating SLOs into the course, certificate and degrees, the colleges must achieve sustainability in their SLO Assessment process. In addition, the District is transitioning to eLumen for SLO assessment tracking and Department Chair training is needed.

The focus of the SLO Coordinator responsibilities has changed from ensuring that all programs had SLOs and assessed them to ensuring compliance with new ACCJC recommendations. In addition, this position supports the implementation of the eLumen SLO module, the Institutional Effectiveness Committee, and campus SLO quality control efforts.

The attached table shows the responsibilities of the SLO Coordinator.

Date

Date

For Cabrillo Community College District

For Cabrillo College Federation of Teachers (CCFT)

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 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 department chairs with 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 report for 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.	

SLO Coordinator Duties

Accreditation	OARC	eLumen	SLO Assessment Ed.	Program Planning	Curriculum	Faculty Senate
	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.					