



Institutional Effectiveness Committee (Assessment) Coordinator

IEC Coordinator

The mission of the Institutional Effectiveness Committee (IEC) is to ensure that the college maintains a set of ongoing and systematic institutional processes and practices that include planning, the evaluation of programs and services, the identification and measurement of outcomes across all institutional units (including learning outcomes in instructional programs), and the use of data and assessment results to inform decision-making. All of these activities are accomplished with the purpose of improving programs and services and increasing student success and institutional quality.

Duties:

Institutional Effectiveness Coordinator will serve as the Chair of the Institutional Effectiveness Committee (IEC); work closely with the President of the college; collaborate with both the instruction and student services to ensure that assessment procedures and processes are linked to continuous quality improvement; work closely with division chairs to assure college wide participation in the assessment process; oversee the use of Taskstream for tracking learning outcomes across all levels (course, program, institution); provide assessment training; work collaboratively with the Curriculum Committee; identify best assessment practices; generate Taskstream reports.

Knowledge; Skills; Abilities

The incumbent should possess knowledge of the latest student learning outcomes assessments theories and practices; principles and techniques of assessment and proficiency testing, statistical methods, assessment methods. The applicant should possess a working knowledge of Taskstream. The applicant should have the ability to gather, analyze, and interpret statistical information relating to assessment procedures and results; lead forums and instructional seminars; present best practices in small and large group settings; work effectively with a diverse population of faculty, and interact and communicate effectively with the college community in order to create ongoing assessment structures.

Responsibilities

1. As the Chair of IEC, plan and convene IEC meetings
2. Lead trainings, professional development activities to disseminate best practices in assessment practices that lead to student success and institutional effectiveness.
3. Work with the college community to clarify assessment needs, requirements and provide support
 - Serve as a resource person to all units regarding SLOs and assessment
 - Share information about assessment planning
 - Meet with departments and individuals to help and support them in completing assessment tasks
 - Respond to questions from faculty, and provide feedback on drafts of outcomes or assessment methods

- Help provide guidance to SLO cluster leads and monitor their progress
 - Provide training on writing SLOs, developing assessment tools, completing assessment, documenting assessment, and using TaskStream
 - Document the progress through reports and presentations to stakeholders
4. Interact and communicate effectively with the college community in order to create ongoing effective assessment structures.
 5. Serve as a repository for assessment plans, status reports, and assessment resources
 - Maintain files of all SLOs and assessment work completed
 6. Produce and maintain documents and resource materials for the college community
 - Produce an assessment newsletter
 - Maintain the IEC website
 - Prepare and distribute reports regarding the college's progress
 - Manage TaskStream accounts and permissions
 - Create informational and how-to handouts on assessment topics
 - Work with the Curriculum Committee to align SLO with CurricuNet
 7. Review and approve (or send back for revision) SLOs and assessment submissions including those for all courses that go through the curriculum committee.
 8. Collaborate with Assessment Coordinators at Laney, Merritt and Berkeley City College to improve the effectiveness of assessment efforts throughout the Peralta Community Colleges.
 9. Assist chairs, faculty and administration with the Annual Program Updates and Program Reviews
 10. Design and maintain an assessment calendar and follow up on deadlines
 11. Ensure that assessment results guide institutional practices and budget allocation

Transition/Training

To ensure continuity of leadership, the incumbent will work collaboratively with on-going IEC Coordinator who will provide training and assist departments in the completion of their SLOs. The transition of leadership will begin spring 2014 and continue throughout the summer of 2014.

Minimum Qualifications

College of Alameda tenured faculty member with experience in developing student learning outcomes and assessment tools at the course, program or college level and with proved leadership experience in training faculty in learning outcome development and assessment.

Desired Qualifications

Direct experience on the Institutional Effectiveness Committee is desirable.

Compensation

Release time is allocated in proportion to the expected work load; it shall be **4.5 equated hours** for summer and .75 release time beginning fall 2014-2015. IEC coordinator shall serve for a period of two years and can be reappointed for additional years.

DEADLINE DATE: Friday, May 9, 2014. Please submit your letter of interest electronically to egraveneberg@peralta.edu. Applicants will be invited to an interview.