

Title III Academic Assessment Coordinator

Supervisor: Director of Curriculum and Academic Assessment (Susan Lewis), with Title III reporting to the Director of Retention and Title III (currently being recruited).

Activity Hours Per Week: 110 hours per term in each Fall, Winter, and Spring terms (i.e., 10 hours/week, or scheduled as appropriate for grant-related work). Work to be assessed and approved to continue each of the five years of the grant.

Projected Start Date: Winter Term 2022

Background: The primary goal of the CGCC Title III “Building Equitable Student Access, Success, and Experience (EASE)” Project is to improve learning outcomes mastery, persistence, and completion for all students on their chosen pathway, but especially our first-generation and low-income students. The **Title III Academic Assessment Coordinator** supports the efforts of EASE project through the below specific activities.

Areas of Responsibility:

- **Degree/Certificate/Program (“program”) outcomes assessment & support**
 - Work with departments to develop and carry out assessment plans for each program:
 - Fall – gather assessment plans from departments, provide support as needed
 - Summer/Fall/Winter/Spring – gather data for assignments/grades aligned to program outcomes
 - Spring – summarize annual results and post
 - Winter 2022 – Development of the 2021-22 program outcome assessment plans postponed until winter term to have this new position in place and able to participate in the development meetings alongside Director of Curriculum and Academic Assessment (Susan Lewis) and the CAAD Academic Assessment Coordinator (Kristen Kane). These meetings will include coverage of the asterisked* items below, and may require multiple meetings.
- **Alignment of course outcomes to program outcomes***
 - Work with academic departments to map course outcomes to program outcomes, ensuring that there is sufficient course content so that students have the opportunity to learn the program outcomes.
- **Alignment of General Education Electives to program outcomes and program content***
 - Work with departments to identify specific General Education Electives that support students in the achievement of program outcomes and content.
- **Participate as a member on the Guided Pathways Mapping Subcommittee.**
- **Provide faculty and departments support in writing student learning outcomes.**
- **Tracking and monthly (or as requested) reporting of data to Director of Retention and Title III:**
 - “# Faculty & Staff Receiving...Academic Assessment Support”
- **If time available and intersection exists, assist with the ePortfolio Pilot Project.**
 - Work with and provide ongoing support to participating departments, establishing agreed-upon guidelines for ePortfolio implementation and design; OR, determining if ePortfolio design and implementation are better determined by individual departments.
 - Make sure that all participating departments understand guidelines and have a plan for implementation.
 - Check in with departments throughout the year.
 - Gather examples of ePortfolios that may be shared for potential expansion of pilot project to additional departments.
 - If appropriate – present proposal for expansion to additional departments at CGCC.