

Memorandum of Understanding  
between the  
All Faculty Association  
and  
Sonoma County Junior College District  
regarding

Special Assignment (2 positions)  
Student Learning Outcomes (SLO) Coordinator:  
Selection Process, Job Duties, and Compensation  
September 1, 2022

The District has created a Special Assignment for Student Learning Outcomes (SLO) Coordinator.

A. **Job Duties.** The SLO Coordinator Special Assignment (SLOCSA) position will:

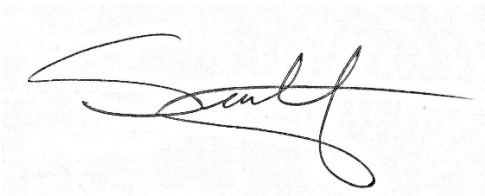
1. Provide leadership to help the District meet accreditation standards pertaining to SLOs, in relation to the [Action Letter](#) from the Accrediting Commission for Community and Junior Colleges (ACCJC), dated June 14, 2022.
2. Participate in the adoption and implementation of a new SLO data management system.
3. Recommend formation of a new SLO leadership group, in collaboration with the VPAA, Academic Senate, and College Council.
4. Make recommendations toward following a College-wide timeline for annual SLO cycles, including: data collection, submission of data into a data management system, departmental review and discussion of SLO data, creation and submission of SLO assessments, reporting of SLO assessments, annual rotations of SLOs.
5. Provide ongoing support to instructional areas to promote effective creation of SLOs, drawing meaningful inferences from disaggregated SLO data, strategies for using information from disaggregated SLO assessments to inform program review, resource requests, and curricular development.
6. Conduct regular updates on District SLO activities to the Academic Senate, the Department Chairs' Council, and other bodies in the College community.
7. Provide informational updates to the College Community regarding SLO matters and activities statewide.

**B. Selection Process.** Contract and associate faculty members are eligible to serve in the SLO Coordinator Special Assignment position. The VPAA/AS will email an "open call" to all eligible faculty members to solicit interest. Eligible faculty members can submit a letter of interest, not to exceed two pages. The VPAA/AS, or a designee, will convene a three-person committee of SLO stakeholders, comprised of faculty members and an administrator, to review letters of interest, select candidates with whom to meet, and make a recommendation for final selection by the VPAA/AS.

1. The regular term of the assignment is two academic years, to begin on the first day of the Fall semester in the first year of the term.

2. No later than October 1 in the second year of the SLOSA's two-year term, the VPAA/AS will announce, by email, the special assignment opportunity to all faculty members. The announcement will include a link to this MOU.
3. Mid-term vacancy of the SLOCSA. The VPAA/AS can appoint another willing faculty member to perform the duties of the SLOCSA for the remainder of the term. The replacement will receive prorated compensation.

C. **Compensation.** Each SLOCSA will receive 20 percent in reassigned time each semester of the two-year term.



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Sean Martin, President  
All Faculty Association



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Dr. Frank Chong, President/Superintendent  
Sonoma County Junior College District

