

Departmental Outcomes Coordinator Job Description

To improve learning and teaching, the Departmental Outcomes Coordinator will be responsible for providing leadership and guidance to faculty and staff for the development, assessment, and review of outcomes and assessment at the course, program, and college level.

Duties & Responsibilities

1. Work with members of the college community in developing, promoting, and implementing student learning outcomes at the course, program and college level .
2. Facilitate your department/program meetings during the " Outcomes Across the Campus" sessions during flex week. Generate interest and participation in the dialogue and provide an opportunity for inquiry regarding student learning outcomes.
3. Assist faculty and department heads to integrate assessment of student learning outcomes activities and data into the program planning and review process.
4. Provide educational and training activities pertaining to the assessment of student learning outcomes for departmental or program faculty and staff.
5. In collaboration with the Office of Institutional Research, promote research pertaining to assessment of student learning outcomes and the use of such data to make improvement in teaching and learning.
6. Document the progress of the past year's student learning outcomes assessment activities and accomplishments across the campus, including instructional and non instructional areas, and use the report to make necessary improvements and adjustments to the assessment effort.
7. Increase the awareness of the standards and expectations of student learning outcomes in the accrediting process at the college.
8. Provide semester reports (in person or written) to COA as requested.