

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Coast Community College District and**  
**Coast Federation of Educators/American Federation of Teachers**  
**(CFE/AFT) Local 1911**

**Coordinator Position**  
**GWC STUDENT LEARNING OUTCOMES ("SLO")**

As negotiated and agreed upon by the District and the Coast Federation of Educators ("CFE"), in consultation with the Golden West College ("GWC") Vice President of Instruction ("VPI"), the duties and responsibilities listed below will be carried out by the SLO Coordinator ("Coordinator") for 3.0 LHE, as a stipend, for the fall 2024 and spring 2025 semesters.

This Coordinator will report directly to the GWC VPI or designee. The VPI or designee will be responsible to provide for the direct and general supervision for this position.

**Duties:**

1. Training
  - a. In coordination with the IE Committee and the Faculty Professional Development Coordinator, train faculty to develop, assess, and report course, program and institution SLOs.
  - b. Facilitate discussions in committee, division, and department meetings among faculty to increase attention on student learning.
  - c. Co-facilitate discussions with faculty to develop and assess program, general education and institutional SLOs.
  - d. Attend appropriate training and conferences required to remain current on the assessment of SLOs.
2. Communication
  - a. Facilitate campus-wide dialogue on the results of SLO assessments.
  - b. Attend CCI and Tech Review meetings.
  - c. Participate in the preparation of the SLO portion of the Annual Accreditation Report.
  - d. Facilitate campus-wide dialogue on Accreditation recommendations relating to SLOs.

**Eligibility:** Regular GWC faculty are eligible to serve in Coordinator positions. Temporary full-time and non-tenured full-time categorical faculty are eligible to serve in a reassigned time position, such as this Coordinator position, for up to 30 LHE in any two-year period. Part-time faculty are eligible to serve up to 20 LHE in a Coordinator position in any two-year period. Tenure track faculty are eligible to serve in a reassigned time position, such as this Coordinator position, for up to a total of 30 LHE during their tenure track period.

Normal duty days will be Monday through Friday, with 2.25 scheduled hours per LHE, per week, for program related activities. Flexibility will be allowed for working at home, off-campus, and other personal or professional obligations. At the beginning of the Coordinator's term, the Coordinator shall meet with the GWC VPI, or designee, to review which of the position activities are appropriate to perform offsite occasionally or regularly. Hours will be based on department needs as appropriate.

**Desirable Qualifications:** This assignment requires the ability to prioritize and execute a wide range of projects simultaneously, as well as the availability to meet with faculty, student, and administrators. Whereas there is flexibility in scheduling, the assignment will require attendance at all Institutional Effectiveness Committee meetings and other planning team meetings, when necessary, as well as working in close collaboration with department and with Professional Development as needed. The faculty member will also have responsibilities to attend conferences, workshops and meeting related to SLOs both locally and nationally. Travel expenses will be reimbursed in accordance with CCCD conference and travel policies.

**Compensation:** As negotiated by CFE and the District, the compensation for this position is 3.0 LHE per Fall/Spring semesters paid as a stipend:

- Compensation for full-time faculty will be distributed as follows: 3.0 LHE per semester, as a stipend.
- Compensation for part-time faculty, if appointed, will be compensated at the regular instructional part-time faculty rate at the employee's current column and step placement.
- Summer: Days/hours arranged collaboratively by the incumbent and the assigned administrator. Summer work will be paid at the Miscellaneous Non-Instructional Rate as set forth in Article XIII, Section 13.10 and Section 13.17.d of the District's Agreement with CFE ("CBA").
- Per the CBA, 1.0 LHE = 2.25 non-teaching hours per week.

Assignment hours will be based on department needs, as appropriate.

**Selection Process:** Applications describing the following should be turned in to the Academic Senate Office no later than two weeks after the Senate announcement,


- Applicant's related experience
- Special skills and strengths of the applicant as related to this assignment.

In accordance with the CBA, Section 11.16, the selection of Program Coordinators generally shall be as follows:


Reassignments of one academic year or less: The selection process for such assignments shall be made by management in consultation with the Academic Senate. Should there be a need for the position to continue for more than one academic year, the provisions below shall apply.

Reassignments of more than one academic year: The selection process for such assignments shall be made by the Academic Senate in consultation with management. If the Academic Senate determines that an election would be beneficial, the election will be conducted with the same procedures established for Department Chairs (CBA Article X, Section 10.3.d).

**Evaluation:** Evaluation of the Coordinator shall be conducted pursuant to the applicable CBA.

 05/03/2024  
 Rob Schneiderman Date  
 President, CFE/Date

 5/6/24  
 Marlene Drinkwine Date  
 Vice Chancellor Fiscal & Administrative Services  
 Acting Vice Chancellor of Human Resources

 5/6/24  
 Dr. Whitney Yamamura Date  
 Chancellor

 5/16/24  
 Dr. Lorraine Prinsky Date  
 President, Board of Trustees

Kay Nguyen

5/22/24

A stylized handwritten signature in black ink, appearing to be 'JLP' or similar, with a large loop and a trailing flourish.