# ESSEX COUNTY COLLEGE

RELEASE TIME AGREEMENT BETWEEN

ESSEX COUNTY COLLEGE AND

**Susan Gaulden\_(Name)**

(Coordinator of Planning for Institutional, Program, and

Student Learning Outcomes Assessment) (Title)

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It is hereby agreed that the above faculty member will provide the services listed below in exchange for **\_15\_** contact hours of release time for the **2010 – 2011** Academic Year, breakdown per semester as follows:

Fall Semester: **\_0\_** hours

Spring Semester:  **15\_** hours

## SPECIFIC ACTIVITIES TO BE PERFORMED

(SEE ATTACHED)

### Signatures of Approval

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Dean of Faculty Date

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President Date

Activities to be Performed as

Coordinator of Planning for Institutional, Program, and Student Learning Outcomes Assessment:

* ensure the completion of the revision of *all* course outlines in the new Student Learning Outcomes format to include Course Goals and Measurable Course Performance Objectives (MPOs); format changes will be as decided by Cabinet for General Education course outlines
* provide syllabi development and quality assurance guidance, as necessary, to Chairpersons as they request from faculty and review class syllabi, which must contain the ‘essential elements’ endorsed by Cabinet
* provide training, as necessary, to full- and part-time faculty in the preparation of class syllabi, which must contain the ‘essential elements’ endorsed by Cabinet
* assist Chairpersons in identifying *one* Student Learning Outcome (specifically, one MPO) that will be assessed for student mastery in each course offered by all Academic Divisions in Spring 2011 and provide training, guidance, and support, as necessary, to Chairpersons as they facilitate this assessment this semester
* provide training, guidance, and support, as necessary, to full- and part-time faculty as they collect and analyze data to determine the extent of student mastery of at least one Measurable Course Performance Objective (MPO) in each course offered in Spring 2011; ensure that Chairs solicit faculty input when deciding which MPO will be assessed in each course or sequence of courses
* continue to train and oversee members of the Student Learning Outcomes Assessment Team (SLOAT) as they more extensively collect and analyze data pertaining to student mastery of the SLOs in the selected “SLOAT” courses
* prepare all assigned assessment-related exhibits for the Middle States visit in early April including, but not limited to, Institutional, Program, and Student Learning Outcomes iterative review calendars (see below)
* solicit ideas on Institutional, Program, and SLO Assessment from Assessment Coordinators at other colleges and institutions
* review and edit the process of Program Assessment at the College to make it more streamlined and easier to implement
* review the completed Strategic Plan submissions from all areas and add/edit as necessary to ensure that each area’s goals and corresponding objectives are measurable and comprehensive
* plan the timetable of Institutional (especially all elements related to student success such as the Library, the Learning Center, Financial Aid, the bookstore, national student surveys, etc.), Program, and SLO Assessment and summarize the plan in calendar format, which includes the reflective, collegial, and iterative nature of assessment; ensure faculty input/endorsement by discussing the Program and SLO Assessment plan & calendar at AFAC, SAAC, and AAC as appropriate; ensure administrative input/endorsement by discussing the Institutional/Administrative plan & calendar at IAC and Cabinet as appropriate
* conduct an inventory of existing assessment software and/or hardware at the College
* oversee an ad-hoc committee, which includes at least some SAAC, ICAC, SLOAT, and adjunct faculty members, that will review existing assessment software (e.g., Weave) and/or hardware (e.g., ScanTron machines/software) and determine which best meets the needs of ECC; submit recommendations to IAC