

Memorandum of Understanding  
for Curriculum Chair/Student Learning Outcomes Coordinator  
Between  
Yosemite Community College District, Yosemite Faculty Association,  
And  
Columbia College Academic Senate

**DURATION:**

The appointed faculty member **TBD** will serve as The Curriculum Chair and Student Learning Outcomes Coordinator (CCSLO) for the 2024 – 2025 academic year.

**REASSIGN TIME:**

100% for the 2024 – 2025 academic year (Temporary Full-Time One-Year).

**DUTIES & DELIVERABLES**

The role of the Curriculum Chair includes but is not limited to:

- Propose an annual calendar and schedule of committee meetings to the curriculum Executive Board
- Solicit agenda items and set agendas
- Attend meetings of the Curriculum Committee and its associated ad-hoc committees or arrange for an alternate when necessary (Tuesdays)
- Votes in Executive Committee meetings and votes in Full Committee meetings only in the case of a tie
- Participate as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions, and minutes before meeting. (meets once a month)
- Participate as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
- Participate in communications between Academic Senate meetings including email, Zoom sessions, or phone calls
- Facilitate Curriculum Committee deliberations
- Streamline and facilitate the process of curriculum development and maintenance
- Forward Committee recommendations to the Academic Senate President

- Ensure training of those individuals new to the Curriculum Committee, including the use of the course management system and the approval processes
- Ensure Course Stand-Alone training to curriculum members at the beginning of each academic year
- Contribute an article to the Academic Senate Newsletter
- Sign the annual CCCCO Certification form each fall.

Work conduct during the summer may consist of

- Occasional planning meetings
- Significant work towards duties and deliverables
- In person attendance of Curriculum Institute in July 2024
- Occasional planning meetings may be held at a time conducive to the faculty member without additional compensation. However, prior to engaging in work outside of the timeline or scope of expected duties and deliverable, a separate MOU and stipend shall be developed to outline expected deliverables and hours required to achieve those goals, to be paid on an hourly basis in accordance with the YFA contract.

The primary function of the SLO Coordinator is to support discipline faculty in all matters related to Student Learning Outcomes.

- Co-Chair SLOPR Committee meetings (with VPI)
- Create SLOPR Committee agenda (with VPI Office)
- Meet regularly with the Vice President of Instruction
- Mentor faculty and departments on developing SLOs and recording the outcomes of the SLOs for each course and program
- Implement SLO assessment plan with SLO support staff
- Participate in the curriculum review process, focusing on student learning outcomes:
  - Regularly attend Curriculum Committee meetings, trainings, workshops, and monthly curriculum software trainings
  - Vote on curriculum decisions
  - Facilitate the mapping of CSLOs to PSLOs and ISLOs

NOTE: The performance of these duties may be evaluated as part of a faculty member's regular evaluation process.

- This MOU may be revised by mutual agreement between the College President and the Academic Senate on college needs.

**Please sign and date:**

Dr. Lena Tran  
Columbia College President

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Marcus Whisenant  
Columbia College Academic Senate President

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Brian Green  
Yosemite Faculty Association President

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Katherine Pritchard  
YCCD Human Resources

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TBD  
Curriculum Chair/ Student Learning Outcomes Coordinator

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