



JOB ANNOUNCEMENT

**Program Review Steering Committee (PRSC)
Instructional Faculty Coordinator
(.20 LED Reassigned Time for Fall/Spring Semester)
Two Year Term
Fall 2023-Spring 2025**

This position is open to all full-time faculty at Cuyamaca College.

The College is seeking a faculty **Program Review Instructional Faculty Coordinator** for a two-year term beginning **Fall 2023**.

The duties and responsibilities, and application process are detailed below. **The application deadline is Friday, September 30, 2022 by 12p.**

The Instructional Faculty Coordinator will work collaboratively with the Program Review Steering Committee Administrative Co-Chair and the Student Services Faculty Coordinator to lead the Program Review Steering Committee, which reports to the Institutional Effectiveness Council.

BACKGROUND

The college has an established college-wide program review process and integrated planning model which aims to streamline the process for review and planning for all departments, disciplines, and service areas while making the process data-informed, equity-minded, improvement-focused, and meaningful. The Program Review Steering Committee, under direction of the tri-chairs, will report to the *Institutional Effectiveness Council (IEC)*, to ensure effective coordination, communication, training, and structuring of program review and planning.

The PRSC coordinator is necessary to facilitate the internal review and priorities of instructional and student services activities.

This position will serve in a tri-chair model with the Sr. Dean for Institutional Effectiveness & Student Equity as administrative chair. In conjunction with the Student Services Program Review Coordinator, the duties and responsibilities for this position include the following:

1. Provide faculty leadership in instruction for the college's program review & planning process; 2. Serve as a Tri-Chair for the Program Review Steering Committee;
3. Attend PRSC training, workshops, and other professional development related to program review and planning;
4. Take a leadership role in program review & planning professional development activities: training, workshops, etc.;
5. Develop PRSC yearly goals that tie to the college's mission, vision and strategic priorities;



6. Ensure that the perspectives and prerogatives of the program review & planning authors are reviewed as they impact curriculum, pedagogy, and other instructional practices; 7. Liaise with members of other appropriate work groups, committees, and councils that impact or are impacted by campus-wide program review and integrated planning processes; 8. Work directly with the Student Services and Administrative Tri-Chair to report regularly to the Academic Senate, Cuyamaca College Council; and any other shared campus committees. 9. Facilitate program improvement through review of discipline analysis of student learning outcomes assessment at the course and program levels campus-wide;
10. Evaluate discipline and department plans and activities based upon the college mission, vision, and strategic goals;
11. Provide input to inform the development of an annual summary report highlighting program and service area planning priorities, achievements, needs, and challenges linked to college strategic priorities;
12. Ensure the program review process facilitates meaningful, data-informed planning, assessment, dialog, and improvement;
13. Provide the departments and college with feedback and suggestions on program effectiveness in relation to student learning, discipline, department and unit goals, with respect to the goals and mission of the college; and
14. Evaluate unit-level program review and integrated planning structures and processes and make recommendations for improvement to appropriate governance groups or other bodies.

Reporting

Reports generated from the committee's work will be posted and shared with the Institutional *Effectiveness Council*. An annual summary report will be submitted no later than the end of the fall semester each year.

Application Process: Submit a letter of interest that responds to the following questions:

1. What most interests you about this assignment?
2. What is your vision for making program review a meaningful and improvement-focused process at Cuyamaca?
3. What in your background has prepared you for this assignment?
4. How would you apply an equity lens to this assignment?

Desirable: At least one-year of program review committee experience preferred, but not required.

Submit the letter of interest directly to Debi Ridulfo, Office of Vice President of Instruction, via email (debi.ridulfo@gcccd.edu).

Deadline: **Friday, September 30 by 12 noon.**

Selection: Candidates will be interviewed by the Academic Senate President, Sr. Dean Institutional Effectiveness & Student Equity. It is anticipated that interviews will be conducted as soon as is possible after deadline date, and will then be announced to the college.



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