College
of the
Siskiyous

800 COLLEGE AVENUE WEED, CA 96094

STIPEND REQUEST FORM

1. Originator and faculty member(s) may discuss concepts and proposed stipend amount and put in writing below.
2. Submit to immediate supervisor of the originator.
3. Submit to appropriate Vice-President for review and signature.
4. Submit to Human Resources
5. NO WORK IS TO BEGIN PRIOR TO EMPLOYEE RECEIVING NOTIFICATION OF APPROVAL OF STIPEND.

Stipend Description/Title: **Student Learning Outcomes (SLO) Team Members**

Employee: Employee(s) TBD: 6 positions (including 1-2 coordinators**) to be filled by a full-time faculty members

Project Dates: 10/01/17 - 01/12/18   Estimated Total Hours: N/A

Stipend Amount: $4,000 per team member   Payroll Expenses/Taxes: _____

Payout Directions (lump sum at end of project/semester; monthly, etc.): Total Stipend to be divided by 4 and paid

Stipend Expectations/Duties: 1) Payout Directions continued: monthly in November 2017, December 2017, January 2018 and February 2018.

2) **Employees TBD -- Coordinators will be paid in accordance with the SLO Development Team Coordinator Stipend.

3) See attached for expectations.

If you need additional space, please attach a separate page.

Funding Sources: [ ] District [✓] Restricted   Budget #: 125300 5300 1490 602000

Duration: [ ] Ongoing [ ] Semester [✓] One Time

Approvals:

_____ _____
Originator   Date

_____ _____
Administrator/Director (if different than originator)   Date

_____ _____
Vice-President   Date

WORK IS NOT AUTHORIZED TO BEGIN UNTIL THE STIPEND IS NEGOTIATED AND A SIGNED COPY RETURNED TO THE ORIGINATOR.

_Mich E S_____   9/22/17
Union Representative   Date

_Theresa Richmond_____   9/22/17
District Representative   Date

SLO Development Team:

- **6 positions for full-time faculty members – (including 1-2 coordinators)**
- **$4,000 per team member (<u>Note</u>: Coordinators will be paid a total of $5,000 in accordance with the SLO Development Team Coordinator Stipend)**
- **10/1/17 – 01/12/18**
- **Pay will be divided into four equal payments and paid with the 10th payroll in November & December 2017, January and February 2018**

Scope of Work

Under the administrative direction of the Vice President of Instruction, the Student Learning Outcome (SLO) Development Team members, who must be full-time faculty members, serve as a sub-committee of the Budget and Planning Committee. The SLO Development Team members, appointed by the Academic Senate, will work to redesign and develop effective implementation strategies for the ongoing assessment and reporting of student learning outcomes (SLOs) and service area outcomes (SAOs) at course, program/degree, and institutional levels. The SLO Development Team members will work under the Direction of the SLO Development Team Coordinator(s) and with additional college personnel in the successful planning, promotion, and coordination of all SLO-related concerns at the College.

The following deliverables are expected:

1. Written, comprehensive SLO development and assessment process submitted to Academic Senate by February 2018 Academic Senate Meeting.
2. Complete SLO training handbook based upon comprehensive SLO development and assessment processes.
3. Provide materials described in deliverables 1 and 2 above to VP-Instruction, Planning and Budget Committee, Academic Senate and College Council for review and approval before submitting to Weblinks for update to SLO website.