



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) Coordinator(s)

Employee: Employee(s) TBD: 1-2 positions to be filled by a full-time faculty member

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

Stipend Amount: \$5,000 per coord / \$10,000 Max for 2 coord 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: Payout Directions continued: monthly in November 2017, December 2017, January 2018 and February 2018.

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.

Muel Zoi
Union Representative

9/22/17
Date

Maura Richmond
District Representative

9/22/17
Date

SLO Development Team Coordinator(s)

- **1 or 2 positions**
- **\$5,000 per coordinator**
- **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 Coordinator(s), who must be full-time faculty member(s), serve(s) as the chair of the SLO Development Team, a sub-committee of the Budget and Planning Committee. The SLO Development Team Coordinator(s), appointed by the Academic Senate, lead(s) the Teams' efforts 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 Coordinator(s) will work with the SLO Development Team and 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. Present updates on progress at appropriate monthly meetings of the Planning and Budget Committee, Academic Senate, and College Council, as well as to Vice President – Instruction upon request.
4. 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.