

From: William Garcia
Sent: Tuesday, November 28, 2017 8:19 AM
To: Ann Hight <AHight@laspositascollege.edu>
Cc: Michael Schwarz <MSchwarz@laspositascollege.edu>
Subject: RE: SAO liaison duties

Good Morning Ann,

Thank you so much for taking the time to meet with me yesterday afternoon. I enjoyed our conversation.

I would like to recommend Mike Schwarz to serve as the SAO Liaison for Student Services for spring 2018. I believe that Mike will do a great job facilitating the conversation with Student Services leads and will make an excellent contribution to the SLO Committee. I am copying Mike on this e-mail message to keep him in the loop.

If you have any questions or would like to discuss further, please do not hesitate to contact me. Thank you for your time and consideration.

William

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From: Ann Hight
Sent: Monday, November 27, 2017 4:57 PM
To: William Garcia <wgarcia@laspositascollege.edu>
Subject: SAO liaison duties

Hello William,

Below is SAO liaison duties developed by the SLO Committee. This is in draft form so feedback and revisions may be made as needed.

Thank you for your support.

Best,

Ann

Spring 2018: Student Area Outcomes (SAO) Liaison Position

Reassigned: 2 CAH for 1 liaison

Attend Meetings / Training:

- Regularly attend SLO Committee Meetings
- Attend conferences/workshops, as available, for training

Identify Areas of Need:

- Work with the SLO Specialist, Madeline Wiest, and review eLumen reports to monitor and ensure student services demonstrate measurable progress in SAO development and assessment.

Provide Support / Facilitation:

- Meet with and assist each SAOs Point Person to develop assessments that are not burdensome and are easy to collect for meaningful data.
- Offer workshops as needed.

Liaison Reports:

- Liaison reports will be captured as an agenda item in the SLO Committee minutes.