

## **Role of Course Coordination Liaison within the department and school and across the College**

**Liaison Charge:** 2 year commitment as part of a continuous cycle of defining, delivering, refining, and sharing effective course coordination practices with the School and Gen Ed Committees

**Long-term Goal:** Design a college-wide framework that supports course coordination, integrates selected Gen Ed SLO/s in each course, and review the process on a cyclical basis in synch with Gen Ed Assessment cycle.

### **Tasks:**

Fall 2014 -

Participate w/ liaisons in developing a school-wide broad definition of course coordination

January 22, 2015

Participate w/college-wide CC liaisons/program coordinators in 1<sup>st</sup> annual GenEd Day

Spring 2015 –

Work with the department to develop (review) a written description of the responsibilities  
Develop a shared understanding of this service to the dept.

Align part- and full-time faculty access to resources, communication strategies, and  
Deliver specific professional development centered around selected Gen Ed SLO.

Participate in a ‘train-the-trainer’ workshop presented by GenEd/LivingLab/FacultyCommons

Choose ONE course in department or discipline to use as a model for development of  
GenEd professional development as a part of course coordination

Participate in a progress report meeting with Liaisons and School Dean (March)

Fall 2015 –

Implement Gen Ed professional development workshop w/ all part- and full-time faculty

Participate in a progress report meeting with Liaisons and School Dean (October)

Report to Gen Ed Committee on progress /CC liaisons-presentation on Best Practices(November)

Spring 2016 –

Work with the department to choose a new liaison and course to continue work

REPEAT .... Steps from spring 2015 ...