



**NEW YORK CITY**  
**COLLEGE OF TECHNOLOGY**  
THE CITY UNIVERSITY OF NEW YORK  
300 JAY STREET, BROOKLYN, NY 11201-2983  
DEPARTMENT OF BUSINESS  
NAMM 1012

## **Course Coordinators – Department of Business**

### **Definition & Mission Statement**

The Course Coordinator(s) are the leaders of each particular course; the role is essential for the department. Course Coordinators will assist, provide, and enable smooth communication between students, faculty, and the department. Their main mission is to ensure that each and every course is aligned with Middle States, CUNY, CityTech, and departmental accreditation standards.

### **Responsibilities**

- Convey Student Learning Objectives (SLOs) to faculty and students alike. Coordinators should review course content and ensure that materials are in compliance with the college catalog and departmental objectives.
- Review multiple publishers' textbooks and other teaching materials for their course(s). They should ensure that textbooks and teaching materials meet the college catalog specifications and major curriculum requirements. After an examination of the textbooks and teaching materials, the course coordinator(s) will suggest a specific textbook (and/or teaching materials) for the course(s) to adopt.
- Inform the college bookstore of the current textbook edition adopted. This enables the bookstore to have the most up-to-date version(s).
- Review current available media, software, and teaching tools for their course(s); they may also suggest additional media, software and/or other teaching tools for their course(s).
- Course coordinators should seek answers to faculty questions and/or concerns related to their course(s). If answers are not easily obtained, the course coordinator(s) can bring the questions to the department chair or to a department meeting.
- Monitor students' progress in their course(s). If there are student complaints and/or concerns, the course coordinator(s) should make an evaluation and act fairly to resolve the situation(s). They should meet with the professor(s) who teach the class and discuss and review solutions.
- Refer at-risk students to the early intervention services offered by the college.
- Construct final exams for their course(s) at least three weeks prior to the final exam date and submit the same final to the department secretary. In order to better assess student's learning processes and understanding, course coordinators should provide a sample final exam for other faculty. The final examination should include all the learning content and meet the learning objectives (SLOs) for the course.
- Develop and/or organize workshops for faculty involved with the course on a needed basis. The workshop should focus on the learning objective(s) for the course. Such workshops can also broaden faculty's teaching skills and deepen their understanding of pedagogy appropriate for the course. The workshop should include both full-time and adjunct faculty, and can serve as professional development.
- Where there are multiple faculty-members serving as Course Coordinators for a particular class, all of them must meet all of the above obligations. They should communicate and consult with each other on a regular basis.
- Evaluate the course to determine if it is still current, and to make suggestions for how it should be updated.