

Definition of Course Coordinator for the Restorative Dentistry Department:

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The course coordinator lends support to “the process” of quality general education and training to students in The City University of New York and New York City College of Technology’s the Restorative Dentistry Department in accordance with the overall stated mission of the organization and it’s subdivisions to include the following:

- a) Review and suggest the content to be included in courses- the course coordinator along with the department’s Curriculum Committee Chairperson, Department Chairperson and all those who are teaching any of the courses they are responsible for should meet to discuss the content to be included in the courses. They should review the course content including the college catalog course description, master course outline, and syllabus outline descriptions for the purpose of consistency as well as compliance with CUNY Policy, college policy, department policy, professional accreditation standards and Middle States Accreditation Standards.
- b) Course Content review- should include assurance that all course content is relevant to the expectations of the professional accreditation organization. Content should be relevant to the fabrication procedures and practices currently used in the profession, with proper range of expectations of future procedures and fabrication processes.
- c) Review all student progress and complaints during the semester and act immediately to assure that students are heard. Evaluate fairly all complaints, pertaining to lab work and written exams for an objective solution. Meet with professors who teach the courses to discuss and review solutions.
- d) Develop Mid-Semester Workshops, and End of the Semester Workshops to increase the amount of time students who may be behind in lab projects can have to catch up on their projects. The workshops should be held on Saturdays or Sundays and should be six hours (not more than eight hours), and can include exam reviews such as preparation for finals, and/or RG Exams (Recognized Graduate Exams).
- e) Assess student work for quality and potential for awards to be distributed upon completion of the two year Restorative Dentistry program.
- f) Focus on documents related to the curriculum, which may need to be shredded for which Certificates of Destruction must be provided.
- g) To give an annual workshop on “Technique and Assessment Review” for all professors to attend who teach any of the courses they are the designated coordinator of.
- h) Make efforts that such a workshop can provide recertification credits from professional organizations to help professors’ recertification process and professional development.
- i) To do course mapping of all courses facilitate maximum understanding of the sequence of course tasks expectations (objectives), and approximate time spent of those objectives with respect to courses and general education requirements.