

Course Coordinator

- full time faculty
- appointed by department chair and/or departmental appointments committee
- teaching one of the sections of the course
- experienced in teaching the course content as related to the profession
- familiar with profession standards as related to the course
- familiar with college and department policies as related to teaching and classroom conduct

Course Coordinator Responsibilities:

The duties and responsibilities of a Course Coordinator may fall within all or any of the following areas:

- developing course and general education learning outcomes, and/or updating course syllabus including course name/number/section, description, prerequisites, course literature, textbook and materials, topics and time allocated for each topic, attendance policy, as well as assessment methods and grading for all sections of the course
- identifying and clarifying the Gen Ed concepts embedded in the courses and ensuring all faculty members (full time and adjunct faculty) understanding of such concepts
- making recommendations regarding the design, development and revision of the course curriculum
- developing, maintaining and implementing course instructions by involving co-teaching faculty members in discussion and planning
- providing course materials, orientation, curriculum consultation and mentoring to all faculty co-teaching the course
- assisting and checking course and students progress during the duration of the course
- developing and maintaining records of course activities and student progress, reporting them regularly to the department chair and/or departmental appointments committee, and analyzing results as requested
- collaborating about program development and progress with program advisory committee, College personnel such as library liaisons, coordinators at other departments, colleges, or external agencies in a manner which is consistent with College policies and procedures

Co-teaching Faculty responsibilities:

The duties and responsibilities of a Co-teaching Faculty may fall within all or any of the following areas:

- assisting course coordinator in course related discussions, planning and reviews
- monitoring course and student progress throughout the duration of the course
- collecting assessment data determined for the course
- following day-to-day plan for the course, syllabus, attendance, grading, departmental and college policies
- reporting regularly to the course coordinator