

Course Coordination Questionnaire

| Question | Yes | No | Response |
|---|-----|----|----------|
| <p>Does your department have course coordinators?</p> <p>If yes, how many course coordinators do you have in your department?</p> | | | |
| <p>Is there another title used in your department to identify the position?</p> <p>If yes, please include the title.</p> | | | |
| <p>Does your department have a written definition of the duties for course coordinator?</p> <p>If yes, please provide. If no, answer the next question.</p> | | | |
| <p>What are the course coordinator's (or other title) responsibilities?</p> | | | |
| <p>Is the course coordinator position related to your accreditation process?</p> | | | |
| <p>What is the length of service for the position? How is it determined?</p> | | | |
| <p>How is the position granted?</p> | | | |

| Question | Yes | No | Response |
|--|-----|----|----------|
| Do course coordinators meet? If yes, how often? | | | |
| Course coordinator in your department: a. Is the position a consideration for reappointment? b. Is the position considered service to the department? c. Is the position considered service to the college? | | | |

Completed by _____ (name of dept. chair)

_____ (department)

Administered by _____

Date _____