Frequently Asked Questions

Communications Strategies for Departmental Course Coordination Liaisons

- *How can we communicate changes in courses and/or procedures?*

- *How can we open a dialogue with full- and part-time faculty for the course/s we are coordinating?   ex: text selection process / updating materials / updating skills: learning new software*

Some suggestions:

1. Hold an in-person meeting with course /discipline coordinator and instructors teaching that course.

2. Create or use OpenLab sites for coordination of a specific course or groups of courses

   Ex: Alexander to provide from ARCH

3. Set up an OpenLab discussion group for Course Coordinators in your department

4. Hold a webinar using Blackboard Collaborate and discuss a specific Gen Ed SLO for your course

5. Set aside time in a department meeting to discuss any updates or questions or comments about coordination

   - *How can I work with other course coordinators to share ideas, solve problems and assure smooth transitions for students as they progress through courses in my department?*

Some suggestions:

1.

Hold a course coordinators meeting in-person on a regular basis and share summary of discussions

2. Use the department sub-committee structure to discuss concerns/questions/suggestions about course coordination; then ask for a place on the department agenda

3. Set aside time in a department meeting to discuss any updates or questions or comments about coordination

- *How do I promote professional development in both course content and pedagogy of faculty teaching the course I coordinate?*

1. Use OpenLab to set up a site for faculty who need to update their knowledge or skills in one area by a certain date as a way of accommodating part- and full-time faculty who must become familiar with a new process to be able to teach the knowledge or skill required by the discipline.

2. Communicate effective assessment strategies and point faculty to resources that will enhance the the Gen Ed experience ie: OpenLab High Impact Practices, Place-based tools, sample assignments

   • *How do we communicate with students and other constituents?*

Some suggestions:

1. Create a list of course coordinators and the course they are coordinating; send out via email to all full- and part-time faculty each semester

2. Post that list on a bulletin board visible to students and faculty and staff, updated each semester

Brainstorming session with Gen Ed Course Coordination Working Group

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