

COURSE COORDINATORS

Biological Sciences Department

The course coordinators are responsible for curricular development and innovation, as well as the day-to-day course operation. The coordinator works closely with instructors in the planning and execution of a course. Coordinator responsibilities include: checking that the topic sequence in the syllabus is current, meaningful and up-to-date; ensuring that course content allows student achievement of objectives associated with that course; organizing and holding meetings with other course instructors to discuss issues affecting student learning, testing, and other classroom issues. Course coordinators are accountable to their Department Chair for academic and administrative activities associated with a course. They will be responsible for ensuring that all the supplies are available as needed and that they work before the start of the weekly laboratories. This will require them to work closely with the CLT's. Course coordinators will aid in the grade exchange process through curation of the rosters during mid-semester and ensure that the grades have been received. Coordinators should send announcements via email to the instructors in a timely manner regarding sudden changes in the lab exercises due to procurement problems

Priorities for Fall 2014 and Spring 2015: Improving and Standardizing Instruction

1. Provide new and continuing full-time and part-time instructors with instructional material and guidance throughout the semester.
2. Collect midterm and final exams of ALL instructors to check format of the exams and quizzes (sufficient number of questions, topics covered are in accordance with the sequence of topics as set in the syllabi).
3. Collect class folders at the end of the semester to check grade distribution and completeness of assessment.
4. Hold meetings with instructors not following the syllabus, using poor assessment, or assigning extreme grade distributions (i.e., too high or too low).
5. Identify supplies and equipment needs as well as issues for labs. Get approvals for ordering and follow up on orders and lab set-ups.
 - a. Update and maintain lists of lab set-ups and protocols (made available to CLTs)
 - b. Provide check lists to CLTs and instructors
 - c. Communicate with assigned Senior CLT and Safety Committee to ensure proper preparation & training of personnel (teaching and non teaching)
 - d. Compile and provide lists of items to be ordered (company and quotes)
 - e. Arrange with Lab Equipment and Safety committees for installation of new equipment

Course	Coordinator (s)
A&P1	Vasily Kolchenko, Olufemi Sodeinde
A&P2	Ralph Alcendor, Ghassan Yehia
Bio1	Dennis Bakewicz, Jeremy Seto, Andleeb Zameer
Bio2	Christopher Blair
Biochemistry	Nathan Astrof
Bioinformatics 1	Armando Solis
Bioinformatics 2	Armando Solis
Human Biology	Andleeb Zameer, Niloufor Haque
Computational Genomics	Eugenia Giannopoulou
Medical Informatics	Eugenia Giannopoulou
Molecular Modeling	Mai Zahran
Microbiology	David Smyth, Liana Tsenova
Molecular & Cell Biology	Jeremy Seto, Ghassan Yehia
Nutrition	Laina Karthikeyan
Pathophysiology	Isaac Barjis, Sanjoy Chakraborty
Internship in BIB	David Smyth
Evening Coordinator	Tatiana Voza

	Number of Sections	
	Spring 2014	Fall 2014
A&P1	36	32
A&P2	23	31
Bio1	55	74
Bio2	30	27
Biochemistry	2	2
Bioinformatics 1	2	4
Bioinformatics 2	2	2
Human Biology	5	13
Computational Genomics	NA	1
Medical Informatics	0	2
Molecular Modeling	NA	1
Microbiology	22	19
Molecular & Cell Biology	5	5
Nutrition	6	4
Pathophysiology	5	5
Internship in BIB	NA	1
Evening Coordinator	NA	NA