

**DEPARTMENTAL COURSE COORDINATION LIAISON**

**REPORT FORM**

**Due April 16, 2015**

<b>Name: JASON MONTGOMERY</b>	<b>Department: ARCHITECTURAL TECHNOLOGY</b>
<b>Course Chosen:</b> ARCH 1130	
<b>Selected Gen Ed SLO:</b> ACQUIRE TOOLS FOR LIFELONG LEARNING – HOW TO LEARN, HOW THEY LEARN, KNOWLEDGE OF RESOURCES	
<b>Written Description of Course Coordination:</b>	
COURSE COORDINATION IN THE DEPARTMENT OF ARCHITECTURAL TECHNOLOGY IS A CRITICAL TASK THAT WORKS TOWARDS A REASONABLY CONSISTENT DELIVERY OF COURSE CONTENT.	
COURSE COORDINATION IS ALSO AN IMPORTANT OPPORTUNITY TO SHARE TEACHING STRATEGIES AND TECHNIQUES AS WELL TO PROVIDE INPUT REGARDING ADJUSTMENTS TO THE COURSE SYLLABUS.	
COURSE COORDINATION IS ALSO AN IMPORTANT OPPORTUNITY TO DISSEMINATE INITIATIVES AND IDEAS TO FACULTY THAT HAVE NOT HAD AN OPPORTUNITY FOR PROFESSIONAL DEVELOPMENT WORKSHOPS AND TRAINING.	
<b>Responsibilities:</b>	
THE COURSE COORDINATOR IS RESPONSIBLE FOR ENSURING THAT ALL FACULTY TEACHING THEIR DESIGNATED COURSE HAVE THE LATEST COURSE OUTLINE AND TEACHING MATERIALS.	
THE COURSE COORDINATOR SHOULD ALSO HELP FIND A SUBSTITUTE WHEN A FACULTY MEMBER TEACHING THEIR DESIGNATED COURSE IS UNABLE TO TEACH.	
COURSE COORDINATORS PROVIDE INPUT ON TEACHING ASSIGNMENTS, AND OCCASIONALLY RECOMMEND CANDIDATES TO BE INTERVIEWED AND/OR PARTICIPATE IN INTERVIEWS	
COURSE COORDINATORS CONDUCT CLASSROOM OBSERVATIONS, IN PARTICULAR, NEW FACULTY OR FACULTY TEACHING THE CLASS FOR THE FIRST TIME	
INVOLVED IN CURRICULUM REVIEW PROCESS AND RESPONSIBLE FOR REGULAR UPDATING OF CURRICULUM, MATERIALS, TEXTS	
RESPONSIBLE FOR SCHEDULING AND SUPERVISING ADJUNCT CLTS FOR CLASSROOM SUPPORT	
RESPONSIBLE FOR PLANNING AND HOLDING REGULAR COURSE COORDINATION MEETINGS WITH INSTRUCTORS;	
<b>How is the course coordination position valued at the department level, annually?</b>	
THE COURSE COORDINATION POSITION'S VALUE IS CURRENTLY NOT CLEARLY DEFINED WITHIN THE DEPARTMENT, BUT EFFECTIVE COORDINATION OF LARGE (MULTI-SECTION) COURSES IS HIGHLIGHTED IN ANNUAL EVALUATIONS	


**COMPLETED REPORT IS DUE ON THURSDAY APRIL 16, 2015.**

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