General Description: The English Department Coordinators

✓ Serve as an ongoing source of information and encouragement for instructors;
✓ Orient adjunct instructors to the program and the place of the particular course in the program;
✓ Are proactive in identifying potential programmatic and instructional issues and working with the Chair and the instructors towards solutions;
✓ Keep track of an assessment schedule, initiate student learning outcome assessment, reports to the department on the assessment results, and maintain the record on Blackboard; and
✓ Review instructor syllabi and sample assignments to ensure that SLO’s and course objectives are appropriate to the course.

Tasks:

✓ Communication:
  
  o Two weeks prior to the semester begins, schedule an orientation to be held during the Flex week and communicate the information to instructors, via email, and snail mail when necessary. The following information should be included in this stage of communication:
    ▪ sample syllabi and assignments, including essential components for a syllabus: Instructor Contact Information, Course Description, SLO’s, Course Objectives, Grading Policy, Plagiarism Statement, and Disability Statement
    ▪ grading guidelines or rubrics
    ▪ important COC deadlines
    ▪ link to the English Department website
  
  o Throughout the semester, communicate with the instructors around Week 3, midterm, and before the end of the semester—to remind the instructors to see the coordinators as a resource, to request the syllabi and sample assignments for review, and to facilitate the book orders, when applicable.

  o Maintain a course webpage on Blackboard for sample syllabi, assignments, and other pertinent course and departmental information. And, if applicable and
desired, maintain a discussion board forum wherein instructors could share ideas and ask questions.

✓ **Assessment: Coordinators will perform:**
  o Syllabi and Sample Assignment Review
    ▪ Request the syllabus for review at the end of Week 1
    ▪ Request two sample assignments, one of which should be the last major essay assignment (Week 3 and towards the end of the semester)
    ▪ If solicited, provide feedback on the syllabus and the assignments to instructors in a timely fashion;
    ▪ Provide the Chair with feedback on the collected syllabi and the assignments each semester
    ▪ Suggest off-cycle evaluations of adjunct instructors, when appropriate; and
    ▪ Provide rubrics and grading guidelines to instructors for reference

  o SLO Assessment:
    ▪ Keep track of the course’s assessment schedule, when the coordinator first assigned to the position, by consulting with the Chair and the previous coordinator(s) in regards to when an assessment needs to be performed
    ▪ Initiate a SLO assessment when necessary
    ▪ Work with the instructors, in consultation with the department, an appropriate method for the assessment
    ▪ Perform the assessment
    ▪ Report results to the department
    ▪ Address the results of the assessment with the department and the instructors to define and implement an action plan to further improve the course; and
    ▪ Maintain the assessment record on Blackboard.

✓ **Textbooks**
  o Regularly review and update textbooks for use in the course
  o Coordinate book orders from/with the bookstore
  o Ensure all instructors have a desk copy of all the default texts required and/or access to obtain desk copies, such as the publisher representative’s direct contact information; and
  o Provide a copy of the default text(s) to the Library, TLC, CCC, and DSPS.

✓ **Timeline**
  o See the above timeline regarding communication schedule
  o Request feedback from all instructors at the end of semester, using such tools as Blackboard survey or Survey Monkey
  o Review, at least once during the two year term, course objectives and SLO’s to ensure compliance, or to determine if any changes are required; and
  o Keeping track of the tasks performed and time invested in the activities, such as maintaining a log, is highly encouraged and desired.
Math Course Coordinators
(One for each of Math 025/058, 060, 070, 075, 102/103/104 and 140)

Job Responsibilities:

1. Provide an orientation to all course instructors, including course philosophy.
2. Construct and distribute a course outline and syllabus denoting approximate time to spend on each section.
3. Collect a copy of course syllabi and exams from instructors.
4. Take responsibility for the review, modification, additions, and deletions to course curriculum.
5. Update course outline in the Instruction Office, as needed.
6. Construct several versions of a common mid-term and/or final (except Math 102/103/104 and Math 140).
7. Chair the textbook selection committee.
8. Remain available for course instructors.
9. Review appropriate placement test and recommend cut scores, as needed.
10. Monitor matriculation issues such as course prerequisites, and student success.
11. Monitor needs of prerequisite and target courses.
12. Facilitate the SLO assessment process.

Compensation:

$2,000 per semester

Selection:

In the case of multiple candidates for the position, the Academic Senate shall conduct an election for the position or administer the principle of rotation in the case of no plurality.