

2

Th

committee. Joint meetings of either pair can be scheduled as needed to address common issues.

- 2.3.4 Recommendations from the program committees are sent to the chair. The Chair then determines whether the recommendation should be considered by a vote of the full faculty.

2.4 Program Coordinator Roles

2.4.1 Expectations Common to All Programs:

- a) Course scheduling
- b) Program meetings (includes scheduling, agenda, minutes and distribution)
- c) Oversee recruitment efforts
- d) Complete applicable reports
- e) Assessment
- f) Accreditation
- g) Program review
- h) Update program literature
- i) Catalog
- j) Department web site
- k) Guide program and course development efforts
- l) Ensure continuity across course offerings
- m) Coordinate programmatic communication with part time instructors
- n) Communicate content standards and agreed upon assessments
- o) Serve on Chair's Advisory Committee

More detailed roles for coordinators can be found in Appendix D

Section 3 Content Area Committees

3.1 The department is divided into six content area committees: Literacy, Mathematics, Science, Social Studies/Multicultural, Technology, Career, Technical, and Post-Secondary Education, Health Education, and Teacher Education.

3.2 Membership:

- 3.2.1 All faculty must be a member of one of the content area committees.
- 3.2.2 Faculty in the content area committees elect a chair at the end of the spring semester to serve a one-year term that begins in August. The position of chair may be extended beyond one year.
- 3.2.3 Content area committees are to send a minimum of one representative to each of the program committees (Elementary, Secondary, Master's, and Doctoral Committees).

3.3 Responsibilities:

- 3.3.1 Course schedules
- 3.3.2 Curriculum issues

18.

19.

de l

arch

