

Multiple Course Coordination Process

(Revised January 29, 1999)

(Revision draft August 2005, Approved by COB faculty September 29, 2007)

When multiple sections of the same course are offered in a semester, one full-time faculty member is designated by the department chair to act as the course coordinator. This individual oversees textbook selection (see textbook selection process) and reviews teaching materials for other sections.

Information on designated course coordinators is forwarded to the Associate Dean when course schedules are submitted for review.

The coordinator should meet occasionally with faculty teaching the course to discuss common concerns and to ensure that the course syllabus is up to date and being followed.