Purdue University College of Pharmacy
Course Coordinator Responsibilities
for Core Courses in the Professional Programs

Description

The course coordinator and co-coordinator (where applicable) are jointly responsible for the development, implementation, and day-to-day operations of a specific course. Department heads will assign course coordinators in consultation with the Executive Committee when necessary.

When course coordination is shared among faculty members, course co-coordinators will:

- Meet to decide how the course responsibilities will be divided.
- Prepare a written agreement outlining each co-coordinator's responsibilities (see template, TBD).
- Distribute co-coordinators' agreement to participating course faculty, the department head(s) of the co-coordinators, and any support staff assigned to the course.
- Include a section in the course syllabus delineating each co-coordinator's responsibilities for the course.

Course Coordinator Responsibilities

Course Organization and Implementation

- Attend the course coordinator planning meetings as scheduled by the Assistant Dean for Learning and Assessment. The goals of the meetings are to coordinate topics and assessments within each year of the curriculum, as well provide feedback and suggest changes for College policies and processes.
- Develop a meaningful and connected topic sequence and schedule in consultation with other instructors involved in the course and the Directors of the Professional Program Laboratories. Draft schedules are due May 15 for fall semester and October 15 for spring semester.
- Report proposed additions or deletions in course content to the Assistant Dean for Learning and Assessment.
    - The Assistant Dean for Leaning and Assessment will present the proposed change to the Curriculum Committee for discussion, when needed.
    - Coordinators must receive approval from the Assistant Dean for Learning and Assessment and/or Curriculum Committee before making any substantive changes to the course.
- Select appropriate faculty instructors in consultation with the department faculty and chair.
- Ensure faculty are collaborating on shared course topics. Encourage faculty with shared content areas attend or observe lecture recordings of faculty colleagues.
- Maintain course information on learning management system (i.e., Brightspace).
- Assure that course content and structure allows for student achievement of the objectives and learning outcomes associated with the course and the degree program.

- Provide students with course syllabus (as outlined by College of Pharmacy Syllabus Template) that includes course objectives, course schedule, reading assignments (e.g., e-texts/textbooks), grading policy, expectations of academic integrity, and policy for missed exams. Refer to the Learning and Assessment Resource page (for syllabus template and other resources).
- Designate a course contact to address student issues (e.g., grading, illness, testing accommodations) and communicate this to students in course syllabus.
- Create and facilitate a classroom climate that is conducive to student learning and academic integrity.
- Coordinate course activities including the development of teaching and active strategies to support students learning outcomes.
- Supervise and/or assign a faculty mentor to trainees (teaching assistants, residents, fellows, or other non-faculty personnel) assigned to and/or participating in instruction in the course.

  When a faculty mentor is assigned to a trainee, the coordinator must ensure mentors are meeting their responsibilities. Mentor responsibilities may include:

  - Provide or arrange for training when needed
  - Inform trainee of what already has been covered in course
  - Review content, including lecture slides and active learning exercises
  - Review exam questions
  - Arrange for and observe a practice session
  - Attend lecture(s) (Arrange for a remote option, if needed)
  - Provide feedback on performance using the College of Pharmacy trainee rubric (TBD)
  - Review exam item analysis with trainee
  - Consult with the Center for Instructional Excellence (CIE) for assistance in mentoring trainee, as needed.
- Attend, as necessary, lectures, labs or other instructional activities of participating faculty to facilitate consistency of the course.

Student Assessment and Performance

- Schedule evening course examinations, as needed, in conjunction with the University Office of Schedules and Space (P-1) or the Office of the Dean (P-2 and P-3).
  - Per University policy, students must be released from class time for the equivalent number of evening exam hours.
  - Provide tentative exam schedule by May 15 for fall semester and October 15 for spring semester.
  - Ensure ExamSoft assessments are scheduled in an environment/room conducive for testing.
  - Contact the Assistant Dean for Learning and Assessment for assistance when multiple rooms, or rooms conducive for ExamSoft, are needed for exam administration.
- Work with participating faculty to select the test format appropriate for the course objectives and expected outcomes and to assure presence of adequate personnel for the proctoring for course examinations and quizzes.

    - Follow ExamSoft guidance as received from the Assessment Committee
    - Ensure faculty with shared topics review each other's exam questions
    - Ensure faculty are providing question rationale for all exam items.
    - Review item analysis for previous year's questions and contact instructor if exam questions require modification. When modifications are requested, ensure changes are made.
    - Attend exams

- Arrange for the grading of assignments, quizzes, performance based assessments, and tests and for providing timely feedback (e.g., receipt of feedback prior to the next assignment or exam) to students on their performance.
- Work with faculty instructors in the development of student remediation plans in the event that a student does not pass a particular course or module within a course (if remediation opportunities are specified in the course syllabus).
- Monitor student progress and report students with significant academic or behavioral performance deficiencies to the Associate Dean for Academic Affairs follow-up. When requested, provide academic performance information to the Associate Dean for Academic Affairs by deadline (e.g., mid-term grade report).
- Assign and record final grades in consultation with other course instructors.

Course Evaluation

- Coordinate the initiation of course evaluations and individual instructor evaluations with each offering of the course as requested by department heads of participating faculty.
- Facilitate ongoing course development through consideration of student feedback and evaluations as well as feedback from participating faculty.
- Organize and hold meetings of the course instructors annually, at a minimum, and as needed during the semester to discuss issues affecting student learning, assessment and other classroom issues.
- Provide end-of-semester data on student performance for review by the Assessment and/or Curriculum Committees upon their request.
- Provide feedback to the Curriculum Committee and the Assistant Dean for Learning and Assessment when making for modifications in student learning outcomes or topics in future course offerings.

Accountability

Course coordinators and co-coordinators are accountable to their department heads for ensuring that the responsibilities described in this document are carried out. Course coordinators and co-coordinators are further accountable to the Curriculum and Assessment Committees for implementing requested changes in courses following adequate discussion and deliberation.

Approved by College of Pharmacy Curriculum and Assessment Committee in the Spring Semester 2020

Approved by the College of Pharmacy Executive Committee, April 17, 2020