PROGRAM COORDINATORS

Selection and Term of the Program Coordinator or other Officers

The Program Coordinator, and any other officers that the committee chooses to create, are selected by a simple majority of the full Program Committee, for a two-year term. The election shall take place on the district-wide Spring Instructional Conference Day preceding the new term. When there is no vacancy in the office, newly elected officers will take office on the Fall Instructional Conference Day. No e-mail or proxy voting will be allowed during either the Fall or the SpringInstructional Conference Days, except in the rare case when it conflicts with an instructor’s mini-term class.

Elections to fill vacancies may be held at any Program Committee meeting. When vacant offices are filled with no more than one long semester remaining in the term, the newly elected officer shall serve the remainder of that term plus two additional years. If more than one long semester remains, the newly elected officer shall serve the remainder of that term plus one additional year.

In the rare case that no program faculty member wishes to be elected Program Coordinator, the VCIS, in consultation with the deans and directors and select administrators from the VCIS’ staff, will appoint a temporary Coordinator, until such time as which a permanent Program Coordinator is elected.

Votes to remove an officer must be made by an absolute majority (a majority of the membership list on file at the VCAA’s office, regardless of how many members are in attendance). If an officer resigns or is removed at a particular meeting, the members must vote for a replacement at that same meeting. If an officer resigns or is removed outside of a program meeting, the members must vote for a replacement at the next meeting. In the case of the Coordinator’s removal, the old Coordinator (and the new one, if one exists) shall notify the VCIS. If the new Coordinator has not yet been elected, the members should call another meeting to elect a replacement who will finish the term.

The VCIS may remove a Program Coordinator for unsatisfactory performance.

Regardless of what officers, subcommittees, or assignments a Program Committee chooses to create, the Program Coordinator shall, in all cases, be the official reporting officer to the office of the VCIS. This means that decisions, once reached by the committee, should be transmitted and represented by the Program Coordinator. It should not be construed to mean that other members may not argue different positions or lobby for alternatives or changes to administrators or others. Open dialogue and respectful professional debate are at the essence of these rules.
Duties and Responsibilities of the Program Coordinator

(1) The Program Coordinator shall compile a complete list of all members at each Program meeting and include those present and not present in the minutes. However, because those attending the meeting may not be aware of all qualified members, it is the responsibility of those members who do not attend this first meeting of the semester to contact the Coordinator so that the Coordinator may add their name to the list. The membership list should be forwarded to the VCIS.

(2) The Coordinator shall serve as the primary communicator of the Program Committee to all committee members, all department chairs in the Program, the VCIS, and book publishers and representatives. The Coordinator's reporting duties include but are not limited to the following:

To Program members: agendas, dates, times, and sites of meetings; minutes of prior meetings (minimally, minutes should include the date, members present, members absent, and all specific Program Committee deliberations as well as policies decided by vote), including information about PSLO's and core objectives to be assessed during the semester and the assessment method chosen; notification of the formation of subcommittees or other groups relevant to the Program.

To Instructional Department/Associate Chairs*: program instructional policy decisions that require enforcement or support of the department chair, "Member's Participation Checklist" reports and a record of individual fulltime faculty participation in Program affairs for PEP purposes, textbook information (title and adoption cycle), book representatives' names and phone numbers, curriculum, syllabi, system-wide discipline exams (when applicable), and approval of new or revised courses.

To the VCIS: agendas and minutes of meetings, textbook information, membership list, officer election results, requests for new or revised course approval; completion of Program Review, Annual Learning Assessment Reports, Annual Planning Reports, and the results of the assessment of core objectives.

To Deans and Directors: agendas and minutes of meetings, requests for support, and presentations of Program Reviews.

To the Library Directors: faculty requests for new purchases or uses of library materials and equipment.

To the Directors of College Educational Technology Services: recommendations for appropriate new instructional technologies.

(3) The Coordinator shall convene and facilitate at least one meeting per semester of the program committee.
(4) The Coordinator shall receive agenda items from committee members and compile an agenda for each meeting.

(5) The Coordinator shall keep and hold all records for the committee, including minutes from meetings including Program Committee member attendance. These records shall be sent to the VCIS office for publication online and transferred to the new Coordinator at the beginning of his/her term. Other items to be retained include agendas and minutes from advisory committee meeting (WF) and reports from program subcommittees.

(6) Facilitate Program Committee development and maintenance of Program curriculum, including appropriate course and program student learning outcomes (SLOs, PSLOs, and core curriculum) that support both the missions of the program and the institution.

(7) The Coordinator shall generally serve as the representative of the program in matters of curriculum to entities outside the program committee (catalog, Curriculum Committee, etc.).

(8) The Coordinator shall act as instructional liaison between the faculty and district administration.

(9) The Coordinator shall prepare and submit a Program Review, Annual Learning Assessment Report, Annual Planning Report, agendas and minutes of meetings, and textbook adoption form to the VCIS Office (Director of Assessment) according to published deadlines. A membership list, officer election results, and requests for new or revised course approval shall also be provided to the VCIS Office. The Program Review, Annual Learning Assessment Report and Annual Planning Report forms (including each college’s dean’s and Coordinator’s adherence to appropriate guidelines) shall also be sent to the program committee members.

(10) The Coordinator shall share the results of all feedback reports with the Program Committee for program improvement.

(11) Articulate courses and programs with four-year or upper-level colleges, universities, and high schools.

(12) Gather updates and maintain CurricUNET and Program web-pages on both the HCC website and Learning Web site.

(13) Work with the appropriate COE Directors to convene Program Advisory Committee meetings.

(14) Work with faculty, Department/Associate Chairs, Deans, and fellow Program Coordinators to facilitate the formation of innovative learning
initiatives across the curriculum as well as cross-disciplinary learning initiatives and faculty development opportunities.

(15) If representing an academic Program or a Workforce program that offers a course included in the core curriculum, serve as Program representative to the Core Curriculum Committee.

(16) Work with all members of the Program Committee, as well as part-time faculty, to ensure that all required Core Curriculum assessments are embedded in all core courses and are assessed as required.

**Deadlines**

(1) Annual Learning Assessment Report – October 15th.

(2) Annual Planning Report - February 15th in any year in which a Program Review is not due.

(3) Program Review – February 15th every 4th year.

(4) Textbook Adoption Forms – see schedule in the MyHCC (Intranet) site. Go to Academic Affairs > Faculty & Administrative Support (under Faculty Guidelines heading) > Textbook Adoption Guidelines (under Textbooks heading).

(5) Agendas and minutes of Program Committee meetings – within 2 weeks of meeting.

**Member’s Checklist Report**

Program Coordinators should provide the following report for each member of the Program Committee to the appropriate department/division chair and to the office of the VCIS no later than March 1 of each year so that it may be used in the faculty evaluation process. In the case of reports on Program Committee members who are chairs, the report should be given to the chair's dean or director. Program Coordinators may add additional categories. (NA= not applicable)

Full-Time Faculty member _______________________

Yes  No  Attended Fall meeting?
Yes  No  Attended Spring meeting?
Yes  No  Attended _____ meeting?
Yes  No  Attended _____ meeting?
Yes  No  Participated in Program Review, Annual Learning Assessment Report and Annual Planning Report?
Yes  No  Assisted with Program Committee duties?
Yes  No  Responded to Program Coordinator requests via email?
Yes  No  NA  Adheres to all Program Committee instructional policies
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<th>Adheres to district instructional materials guidelines</th>
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<tr>
<td>Yes</td>
<td>No</td>
<td>Reported textbook orders promptly?</td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>Participated in textbook adoption process?</td>
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<td>Yes</td>
<td>No</td>
<td>(Program Committee specific)</td>
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<tr>
<td>Yes</td>
<td>No</td>
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Additional Comments: ________________________________

In the interest of fairness, supervisors are urged to carefully weigh the contributions of those members whose duties include service on more than one Program Committee.

**Compensation**

The Program Coordinator should choose the 10.5 month contract option for his/her term of office. The Program Coordinator shall receive one 3 SCH alternative assignment for each semester (fall, spring, and summer). The compensation shall be provided by the Office of Fiscal Planning & Budget based on the most current list of Program Coordinators provided by the Vice Chancellor Instructional Services Office.