

## COURSE COORDINATION POLICY

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<b>Title:</b>	<b>Course Coordination Policy</b>
<b>Policy Number:</b>	AA 03/ 05 .2015
<b>Effective Date:</b>	May, 2015
<b>Issuing Authority:</b>	University Academic Board

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### 1. RATIONALE

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It is inevitable that multiple sections of the same course are offered and taught by different instructors. To ensure that teaching and learning conform to the quality that RHU aspires, it is critical to maintain consistency and uniformity of the courses that are taught in multiple sections by different instructors. Pertinent issues include: covered topics; attained experiences, competencies and outcomes; and applied assessment tools and grading system. In addition to uniformity of course contents, assessment and outcomes, instructors teaching the same course are expected to form a harmonious community, communicate and discuss related issues regularly, motivate and support one another to excel, share best practices, value the contributions and opinions of one another, and offer constructive feedback on each other's approaches.

### 2. DEFINITIONS

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**Course Coordinator** – Faculty member in charge of coordinating a course offered in a program.

**Chairperson** - Chairperson of the academic department in which a course is taught

### 3. POLICY

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- 3.1 The chairperson shall appoint course coordinator from among full-time faculty members for each course offered in the program.
- 3.2 Being responsible for the quality of teaching and learning outcomes of all courses, the Chairperson is expected to provide leadership, support and insight on course-related materials and coordination plan.
- 3.3 The course coordinator shall have the oversight of all instructors teaching multiple sections of the course, and of single sections of similar courses as determined by the departments.
- 3.4 Any course offered in the department must be taught in conformity with established course outline and coordination plan.
- 3.5 The course coordinator is directly responsible for implementing the coordination plan and for the uniformity and quality of course contents, handouts, outcomes, competencies and assessment.
- 3.6 Course topics, outcomes, assessment tools and other related course rules and experiences must be common in multiple sections of the same course.
- 3.7 Exams are to be closely coordinated so that the content, type, number of problems, level of intensity and grading of each exam in all sections are equivalent.
- 3.8 Each instructor is free to adapt technologies and implement the teaching methods of his/her choosing in coordination with the course coordinator. The course coordinator should encourage them to share experience with peers.
- 3.9 Course coordinator must hold regular meeting of all instructors with whom he or she coordinates to mitigate emerging issues and ensure progress at the same pace.
- 3.10 Multiple sections of a lab component of a course should include the same experiments, achieve the same outcomes and assessed in the same way.
- 3.11 The course coordinator shall submit to the chairperson at the end of the semester a course coordination report with his/her evaluation of the instructors' adherence to the coordination plan and contributions to improving the course delivery and outcomes.

3.12 The Chairperson and the course coordinator shall review the course file for completeness and make appropriate recommendations.

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#### 4. CHAIR'S RESPONSIBILITIES

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The teaching and learning performance is the responsibility of the department chairperson who shall: (1) Appoint a Course Coordinator for each course offered in the department at the beginning of the semester; (2) provide leadership, support and insight on the preparation of a common course syllabus and coordination plan; (3) appropriate adequate resources to effectively execute the coordination plan; (4) work closely with the course coordinator to ensure proper progress; and (5) ensure completeness of the course file and work to revise courses/curriculum based on course experience.

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#### 5. COORDINATOR RESPONSIBILITIES

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The Course Coordinators shall collaborate with course instructors and the Chairperson of the department to guarantee that the following are properly performed: developing course syllabus; appropriately scheduling class sessions; posting contents on the LMS; selecting textbook and other course resources; developing Lab experiments; preparing exam questions and exam keys; helping proctor exams; establishing assessment measures; grading exams; attending lectures of other instructors and providing constructive feedback; submitting grades on time; and reviewing the course files.

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#### 6. INSTRUCTOR'S RESPONSIBILITIES

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All full-time and part-time faculty members shall participate in coordination activities and conform to the agreed to coordination plan, including holding regular meetings with coordinators; posting contents on the LMS; selecting textbook and other course resources; providing syllabi, tests, class activities, lab experiments (if applicable), course files, grade reports and other documents to coordinators on pre-determined schedule. Instructors are responsible for informing their coordinators of any changes in the implementation of the class, as well as informing the department in a timely manner regarding any need to adjust the schedule.

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#### 7. COORDINATING LAB COURSES

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A program may include one or more one-credit hour lab courses of applied learning experience to complement existing theory-based courses. In this case the coordinator for the theory-based course shall act as the coordinator for the associated lab course. The coordinator, in collaboration with the lab instructor, shall prepare a full-semester plan on what, where, when, and how lab experiments and other related experiences are accomplished. The plan shall also include an outline for each lab session that highlights the objective, experimental procedures, resources needed, session outcomes, assessment method, and the course component to which the experience is linked.

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#### 8. STAKEHOLDER IMPACT AND SCOPE

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This policy will ensure uniformity of topics covered, learning outcomes, competencies achieved, assessment methods and improvement measures for a course taught in multiple sections by different instructors.

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#### 9. RELATED DOCUMENTS

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- Course Syllabus
- Course file
- Course Coordination Report form

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#### 10. APPROVAL AND REVIEW

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The stakeholders who reviewed and approved the policy are:

1. Policy proposed by: Office of the VP for Academic Affairs
2. Reviewed and forwarded by: Languages & Humanities Full Time Faculty

3. Colleges
4. Registrar's Office

### 11. FINAL APPROVAL

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Approved as policy by the University Academic Board: May xx, 2015

Approved by the BOT (if required) on: NA

Dates of Official Enactment: May xx, 2014

Dates of Amendments:

History:

Cross Reference:

Next Revision Date:

**President**

Signature:

Date:

