

Responsibilities of Course Coordinators

These guidelines are intended to ease the efforts required of course coordinators in course administration. Most of these items you already do, so these guidelines are intended to serve as a reference. These guidelines also assist with the reporting required to facilitate documentation for curricular mapping and accreditation needs. If you have any questions regarding these guidelines, student requests or behavior, student performance, or any other issues related to course operations, please contact the Exec Associate Dean or Head Advisor.

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PRE-ADMINISTRATION ACTIVITIES

Two terms in advance:

- Notify Exec. Associate Dean and Department Chair if substantive changes to course are being considered
- Coordinators are encouraged to consult with the Exec. Assoc. Dean prospectively regarding any unusual situations or requests for deviation from standard procedure.
- Review course listing in the SSR1000 sent out by Nancy Baker ([see Appendix for sample](#)). Submit any changes via the [Course Change Request Form](#). All changes must be submitted by the deadline sent with the SSR1000.
 - The following sections of the SOC and SSR1000 should be reviewed for accuracy:
 - **Term** – This is the term the course is being taught.
 - **Cr** – This is the number of credits for your course.

- **P/N** – If this column is blank, your course is letter graded (A-F). If there is a P/N in the column, your class is Pass/No Pass. Instructors teaching certain courses can choose to have their course graded A-F or P/NP. Most courses must be graded A-F.
- **Instructor** – The name listed in this column is the primary instructor/coordinator for the course. Other faculty may be listed on the course but they will not be listed in the SOC.
- **Day/Time/Date** – This is when your class is scheduled to be taught.
- **Location** – This is your room assignment.
- **Cap** – This tells you how many students are allowed to take your class.

One term in advance:

- Review course listing in the online [Schedule of Classes \(SOC\)](#). See Appendix 2 for directions on reviewing the SOC.
- Submit any requests for changes at least 2 weeks before registration opens. All changes must be submitted using the [Course Change Request Form](#).
- Check room assignment.
 - **Corvallis:** Make requests for changes to Nancy Baker via the [Course Change Request Form](#) if needed.
 - **Portland:** Make requests for changes to Angie Mettie. Note that room reservations in the CLSBAre submitted in April prior to the start of the academic calendar in September.
- Place textbook order
- If new instructors will be involved in the course:
 - Communicate course outcomes and lecture objectives.
 - Ask for handouts well in advance to collaboratively work on content and proof final version.
 - Provide handouts from other relevant courses to demonstrate prior student exposure to the topic and expectations of future courses.
- Secure approval from Curriculum Committee if there will be any changes to the syllabus

Two months in advance:

- Identify and contact all instructors and request any desired schedule accommodations for travel or other needs
- Create draft schedule and circulate to instructors and Head Advisor
- Head Advisor will collect schedules from all course coordinators and create a master exam schedule for each cohort (P1, P2, P3)

One month in advance:

- Finalize exam and lecture schedule and email to all instructors
- Communicate expectations to all instructors regarding number of exam points per lecture (**Corvallis:** traditionally 10 points per lecture, 3 points per multiple choice question; **Portland:** traditionally 3-4 questions per lecture hour; point value defaults as 1 but may vary) and deadline for submission of exam questions (usually 72 hours in advance of exam)
- Communicate with all instructors regarding whether they wish for their exam questions to be returned to students or embargoed for use in future years.
- Create syllabus based on COP template

Corvallis	Portland
Make any requests for evening exams with Nancy Baker	Lindsay Fowler/Angie Mettie to create video conferencing schedule for distance learners. Lindsay Fowler/Angie Mettie will contact Kristina Case and Diane Cooper to coordinate VC Schedule.

Two weeks in advance:

Corvallis	Portland
Publish course Canvas page and upload syllabus to Canvas	Publish course Canvas page and upload syllabus to Canvas
Email syllabus to all instructors	Email syllabus to all instructors
Forward final syllabus to Nancy Baker	Forward final syllabus to Lindsay Fowler/Angie Mettie; give Lindsay and Angie Canvas TA access to course.
Decide upon Canvas file organization system and communicate design to instructors	Decide upon Canvas file organization system and communicate design to Lindsay Fowler/Angie Mettie
Register for Lecture Capture media if teaching in room 305 (mymedia.oregonstate.edu)	If desired, Lindsay Fowler/Angie Mettie will email first set of lecturers to request lecture material

One week in advance:

Corvallis	Portland
Post welcome announcement to students, including any advance reading required or recommended for the course	Post welcome announcement to students, including any advance reading required or recommended for the course
Ensure that lecturer has uploaded first set of lectures to Canvas	Upload handouts at least 24 hours in advance of lecture

COURSE ADMINISTRATION

First day of class:

- Attend first lecture to welcome students, briefly highlight the syllabus, and introduce yourself as the point of contact for course-related questions and emergencies
- Field questions regarding course logistics
 - DAS requests, special situations, academic dishonesty, etc.
 - *Coordinators are encouraged to consult with the Exec. Assoc. Dean prospectively regarding any unusual situations or requests for deviation from standard procedures*

First week of class:

- Fill in any DAS contract requests that arrive for student accommodations
 - Students requiring extra time or quiet locations should have exams proctored by DAS
 - Portland: Notify Angie Mettie/Lindsay Fowler of DAS students so they can make room reservations and proctor exams.
 - Exams proctored by DAS should be required to start within one hour (before or after) of the regular class exam time.

Ongoing:

- **Corvallis:** Upload Lecture Capture media from MediaSpace to course Canvas site
- **Portland:** Lindsay Fowler/Angie Mettie will continue to request handouts two weeks in advance of lecture and send reminders to guest lecturers via Outlook calendaring.

- Sit in on lectures from new instructors whenever possible and provide a formal evaluation of teaching at the end of the term
- Unless it is someone who teaches regularly for the college, meet guest lecturers a few minutes before the start of class to adjust microphone, make sure the projector is working and provide an introduction. You may need to inform guests that students are allowed to make audio recordings for their own use. Video recordings by students are not allowed.
 - **Portland:** Lindsay Fowler/Angie Mettie will set up video conferencing and connect to Corvallis, adjust microphone and assist guest lecturers with AV equipment.
- Coordinate assembly of assessment questions or activities
 - Provide deadlines that allow for timely preparation of exams/assessments
 - Ask lecturers, especially guest lecturers, to refer to course objectives when developing questions
 - Ensure individual items are consistent with published course outcomes
 - Ensure individual items and overall assessment meet course and curricular expectations for balanced content, rigor and format.
- Maintain spreadsheet for student performance
 - Report performance to individual students
 - Collaborate with faculty on potential changes to grading
 - Following each assessment, provide the course exam grade sheet to Head Advisor in Corvallis or Portland-based academic advisor for follow-up with students who are struggling and who have excelled

Exam preparation:

Corvallis	Portland
Coordinate collection of exam questions from multiple instructors and completion of exam formatting with Debra Peters	Coordinate collection of exam questions from multiple instructors and completion of exam formatting with Angie Mettie
Proof formatted exam before final printing	Proof formatted exam before final printing
24 hours in advance: Submit final formatted PDF version of the exam to DAS. When submitting exams to DAS, check that the student has scheduled their exam start time to occur within an hour of the in-class exam	24 hours in advance: Lindsay Fowler/Angie Mettie will print exam and scantrons and send electronic copy of exam to Nancy Baker, who administers exam to distance learning students
Most courses use two versions, a.k.a. forms, of each exam with the questions arranged in different order. Communicate with Debra regarding number of printed copies required for each exam version (form).	

Exam administration and grading:

- See the [COP guidelines on exams and grading and special issues of concern](#).
- If using GTA proctors, make sure to mention procedures to follow if they suspect cheating. More information on procedures is available in the COP guidelines referenced above.
- On exam day:
 - Gather sufficient numbers of scantron forms for distribution
 - Remind students to put away all materials, take off hats, remove watches
 - Provide a means for students to see the correct time. Sometimes the classroom clock suffices. Sometimes projecting an internet clock is needed.

- Keep an eye on students during the exam.
- Review exams for any student questions noted on the front. Highlight questions to instructors as needed. If necessary, reply to student questions.

Corvallis	Portland
When collecting exams, check to see that students have filled in their name on the exam and scantron sheet, and form number on the scantron.	Lindsay Fowler/Angie Mettie: Create exam key, complete work order for exam grading, scan work order, exam key and student scantrons. Save copies to the proper folder on the shared X drive.
Fill out the printing and mailing instructions for exam grading and submit in the MU, 2 nd floor, west wing.	FedEx documents to Nancy Baker, who will combine Portland and Corvallis scantrons and bring to the MU for exam grading.

After Exam:

Corvallis	Portland
After grading, give exam scoresheets and any short answer questions that are allowed to be returned to students to the front office in Corvallis for return to students. Do not return exams yourself or place in a pile for student collection. This violates FERPA requirements.	After grading, Lindsay Fowler will file exams. Students should contact Lindsay Fowler to review exams. Students must not keep exams.
Provide the course exam grade sheet to Angela Austin Haney for follow-up with students who are struggling and who have excelled	Provide the course exam grade sheet to Lindsey Watts Kinsella for follow-up with students who are struggling and who have excelled
Advising: Follow up with any students falling below the 73% mark	

POST-ADMINISTRATION ACTIVITIES

Final Grades

- Calculate final grades as soon as possible during finals week.
- Communicate with other department faculty instructors participating in the course regarding assignment of letter grades
 - Assignment of letter grades is ultimately the decision of the course coordinator by departmental tradition. However, consultation with colleagues when flexing on letter grade cut-offs is highly recommended.
 - Flexing on letter grade cut-offs, if used, should always be more generous than the stated in the syllabus, never more rigorous.
- Use the Final Grades Menu for Faculty to upload all final grades before 5 PM on the Monday of the week after finals week. This is usually a hard deadline. If you miss it, students get a “Y” grade and nothing can be adjusted for a few days.
 - If you need to change a grade, that is possible online a few days after grading is closed
 - Notify Head Advisor of all students who fail to demonstrate satisfactory performance
 - Notify Head Advisor of intent to award an “incomplete” (I) grade

Completion of term

- You will receive the results of the course evaluation survey a few weeks after conclusion of the term. This is not an evaluation of faculty teaching, but an evaluation of student perception of the course. Please contact the Director of Assessment, Tanya Ostrogorsky, if you have any questions about the results of the course evaluation. The comments should be considered in revising the course for next year and discussed with course instructors as needed. Some of the student feedback may be personal and should be treated as private if any faculty names are specifically mentioned.

Report course information to Curriculum Committee within one month following end of term

- Assessment strategies used and distribution of grades
- Note use of active learning strategies, technology integration, direct measures of critical reasoning, novel instructional methods and assessment driven course improvements.

Review and comment on course evaluation when provided by assessment director

- Course evaluations are administered by Nancy Baker using the course syllabus and results are returned initially to Assessment Director and Exec. Assoc. Dean. De-identified summaries are forwarded to the course coordinator and department chair.

RESOURCES FOR COURSE COORDINATORS

Staff support is available to assist faculty with course coordinator responsibilities. The following is a list of resources and guidelines for administrative support. Please ask your department chair, Angie or Patty if you need additional assistance.

Exam and course materials preparation

Corvallis Campus

- Debra Peters can assist with formatting exams, quizzes and course materials. Be sure to check with her well in advance of due dates to coordinate and schedule tasks.
- Student workers in the main office can make copies of exams, quizzes, and other materials. Please provide them with adequate time to complete projects, and keep Andrea in the loop when requesting assistance.

Portland Campus

- Angie Mettie or Lindsay Fowler can assist with formatting exams, quizzes and course materials. Be sure to check with them well in advance of due dates to coordinate and schedule tasks.
- Angie and Lindsay can also assist with uploading documents to Canvas.
- The Lindsay Fowler can make copies of exams, quizzes, and other materials. Please provide adequate time to complete projects.

Exam and course material distribution

Corvallis Campus

- Andrea Friesen and the student workers will make sure materials are returned to students in a confidential manner. Students are allowed to pick up materials in the main office between 9:00 and 4:00. Please check with office staff about the time needed to prepare materials for distribution before notifying students.
- Office staff can also assist with alphabetizing and organizing materials prior to entering grades if necessary. Keep Andrea in the loop whenever assigning tasks to student workers.

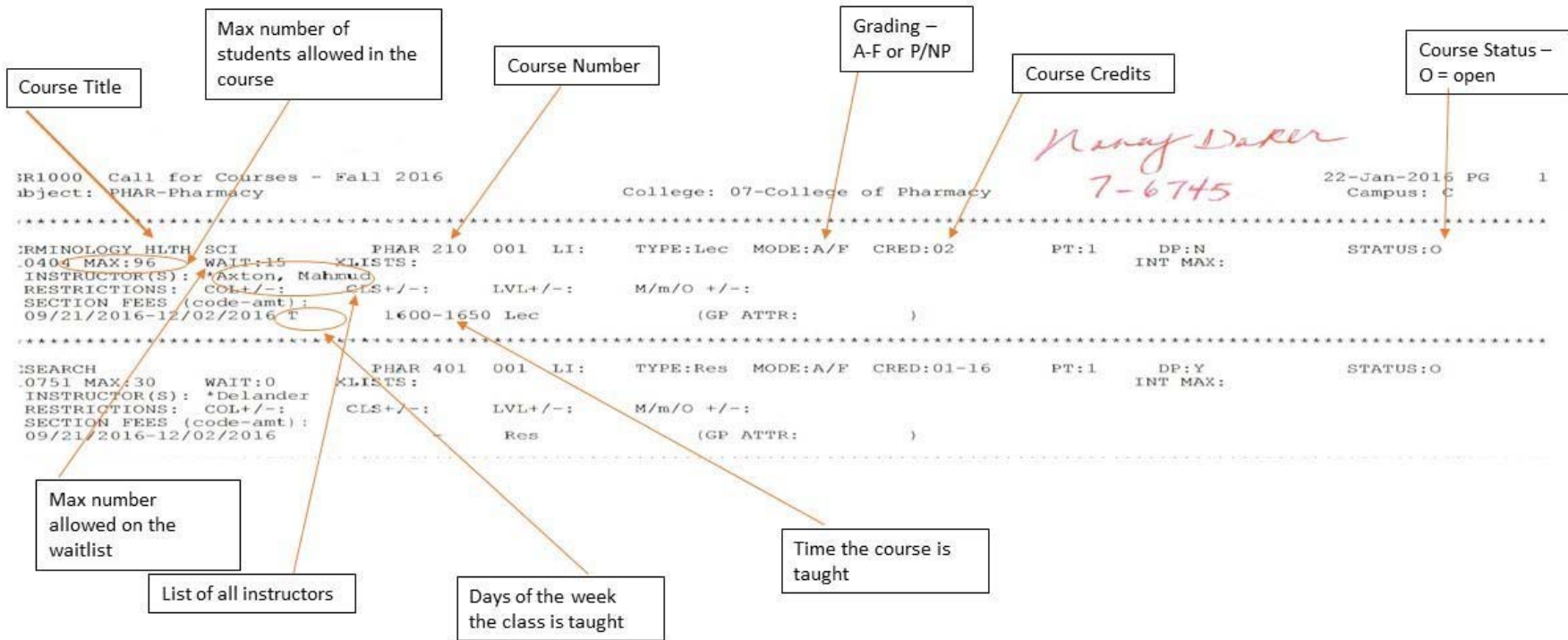
Portland Campus

- Angie Mettie/Lindsay Fowler provides assistance with maintaining grades in Canvas. They cannot assist with entering final grades into Banner.
- Lindsay Fowler can alphabetize and file exams and other course materials. If students are allowed to pick up exams, projects or quizzes, let her know so she can make them available. Please allow adequate time for filing before notifying students of material availability.

Course and Faculty evaluations

Nancy Baker administers the course and faculty evaluations each term. Please work with her to make sure your information is accurate and up to date. Respond to her requests for individual faculty evaluations.

Appendix 1: SSR1000



Appendix 2: Reviewing the Schedule of Classes (SOC)

If you would like to make any changes to a course listing, please fill out the [Course Change Request Form](#) at least two weeks before the term registration opens. Changes may not be processed after that date. No changes will be made once registration has begun. We cannot guarantee that your changes to Day/Time/Date or Location will be made. There are a number of variables that have to be considered when considering these requests. If you are wanting to make a significant change to your course listing, you should submit your CCF at least one month prior to registration opening. All CCF's are submitted to Angela Austin Haney and Nancy Baker. We will review all requests with the faculty member and the department chair.

How to check the Schedule of Classes (SOC):

1. Go to <http://catalog.oregonstate.edu/> and click in the Quick-Jump box at the top.

The screenshot shows the Oregon State University General Catalog & Schedule of Classes website. At the top, there is a navigation bar with links for 'OSU Home', 'Prospective Students', 'Current Students', 'Faculty & Staff', 'Alumni & Friends', and 'Visitors'. The main header is 'General Catalog & Schedule of Classes' with the OSU logo. A 'Quick-Jump' search box is highlighted with a red circle. Below the search bar, there is a search area with a 'Search' button and a 'What is Quick-Jump?' link. The page is divided into two main sections: 'Catalog' and 'Schedule of Classes'. The 'Catalog' section includes links for University Information, Colleges & Departments, Degrees & Programs, Course Catalog, Undergraduate Student Information, Graduate Student Information, Professional Degrees Student Information, Research, Student Support Services, OSU - Cascades Campus, OSU Extended Campus (Ecampus), Hatfield Marine Science Center, Archives of Catalogs & Schedules of Classes, and Eastern Oregon University. The 'Schedule of Classes' section includes links for Search Class Listings and Registration Information. At the bottom, there is a footer with copyright information, a disclaimer, and contact information for the Registrar's Office and Business Solutions Group.

2. You can type in a specific course (PHAR722) or PHARyear+term to see all PHAR courses being taught during that term. You will want to be sure that every course you think you are teaching in a given term is listed. You can click GO or just hit enter.

Fall 2016 = PHAR201701

Winter 2017 = PHAR201702

Spring 2017 = PHAR201703

Summer 2017 = PHAR201800

Find Someone | Maps | Site Map

General Catalog & Schedule of Classes

OSU Home | Prospective Students | Current Students | Faculty & Staff | Alumni & Friends | Visitors

OSU Oregon State University

Quick-Jump: [What is Quick-Jump?](#)

Catalog Home | Catalog Index | Catalog Search | Catalog Archive | Catalog Help

Search the Catalog & Registration Information: [Search](#) [Advanced](#)

Search

Catalog

- University Information
- Colleges & Departments
- Degrees & Programs
- Course Catalog
- Undergraduate Student Information
- Graduate Student Information
- Professional Degrees Student Information
- Research
- Student Support Services
- OSU - Cascades Campus
- OSU Extended Campus (Ecampus)
- Hatfield Marine Science Center
- Archives of Catalogs & Schedules of Classes
- Eastern Oregon University

Schedule of Classes

- Search Class Listings
- Registration Information

At Your Fingertips

OSU Home | Prospective Students | Current Students | Faculty & Staff | Alumni & Friends | Visitors

Catalog Home | Catalog Index | Catalog Search | Catalog Archive | Catalog Help

Find Someone | Maps | Site Map

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For comments, questions, and feedback about the website contact the [Business Solutions Group](#)

BSG Developed by the Business Solutions Group at OSU College of Business

3. This should bring up all of the PHAR courses being taught during the selected term. They are listed in ascending number order.

The screenshot displays a web-based course catalog interface. At the top, there is a header for the 'Department of Counseling & Psychological Services'. Below this, a search bar and navigation options are visible. The main content area is a list of courses, with the following columns: Course Number, Course Title, Credits, Prerequisites, and Description. The list is filtered to show PHAR courses, which are sorted in ascending order of their course numbers. The visible course numbers range from PHAR 100 to PHAR 499. Each course entry includes a brief description of the course content and its credit value. The interface also shows some sidebar options and a footer with contact information.

4. You must check the following columns for each course you are coordinating.

Term – This is the term the course is being taught.

Cr – This is the number of credits for your course.

P/N – If this column is blank, your course is letter graded (A-F). If there is a P/N in the column, your class is Pass/No Pass. Instructors teaching certain courses can choose to have their course graded A-F or P/NP. Most courses must be graded A-F.

Instructor – The name listed in this column is the primary instructor/coordinator for the course. Other faculty may be listed on the course but they will not be listed in the SOC.

Day/Time/Date – This is when your class is scheduled to be taught.

Location – This is your room assignment.

Cap – This tells you how many students are allowed to take your class.

PHAR 720 PHARMACY PRACTICE I-PRINCIPLES OF INTEGRATED PATIENT CARE (4) \$

Term	CRN	Sec	Cr	P/N	Instructor	Day/Time/Date	Location	Campus	FYE	Type	Status	Cap	Curr	Avail	WL Cap	WL Curr	WL Avail	Section Title	Fees	Restrictions	Comments
F16	18459	001	4		Zweber, A.	MF 0800-0850 9/21/16-12/2/16	TBA	Corv		Lecture	Open	100	0	100	0	0	0		\$75.00 PHR2	Prereqs: First-year standing in the PharmD program. College Limitations: +07 (Pharm) Major/Minor/Option Restrictions: +4780 (Pharmacy, Doctor of Pharmacy (4-year))	Textbooks
F16	11856	002			Zweber, A.	M 1200-1450 9/21/16-12/2/16	PHAR 219	Corv		Laboratory	Open	25	0	25	0	0	0			Prereqs: First-year standing in the PharmD program.	Textbooks
F16	11857	003			Zweber, A.	T 1200-1450 9/21/16-12/2/16	PHAR 219	Corv		Laboratory	Open	25	0	25	0	0	0			Prereqs: First-year standing in the PharmD program.	Textbooks
F16	11858	004			Zweber, A.	W 1200-1450 9/21/16-12/2/16	PHAR 219	Corv		Laboratory	Open	25	0	25	0	0	0			Prereqs: First-year standing in the PharmD program.	Textbooks
F16	11859	005			Zweber, A.	R 1200-1450 9/21/16-12/2/16	PHAR 219	Corv		Laboratory	Open	25	0	25	0	0	0			Prereqs: First-year standing in the PharmD program.	Textbooks

5. Here are descriptions of most of the remaining columns. It is a good idea to review everything but the columns listed above are the most important.

Campus – This lets you know where your course is being taught (Corvallis, OHSU, Ecampus-Distance Education).

Type – This tells you the course format.

Status – Open means the course will be available to students during the specified term.

Curr – This tells you how many students are currently registered for your class.

Avail – This tells you how many seats are still available for students.

WL Cap – This tells you how many students are allowed to be on the waitlist for your course.

WL Curr – This tells you how many students are actually on your waitlist.

WL Avail – This tells you how many spots are still available on the waitlist.

Section Title – Some courses that share a number (705) will have specific section titles. Please make sure your course title is correct.

Fees – Some courses charge a fee.

Restrictions – Some courses are limited by major or college.