

Responsibilities of Course Coordinators

July 2018 Revision



These guidelines are intended to ease the efforts required of course coordinators in course administration. 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.

Pre-administration activities

- One year to term in advance:
 - Check room assignment.
 - **Corvallis:** Make requests for changes to Debra Peters/Amy Gagnon if needed.
 - **Portland:** Make requests for changes to Angie Mettie. Note that room reservations in the CLSB are 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 versions.
 - 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 and to Angie Mettie.
 - 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 formal syllabus based on official COP template—ask for help with this if needed.

Corvallis	Portland
Make any requests for evening exams with Head Advisor.	Angie Mettie will coordinate Echo360 lecture capture and streaming through OHSU, and coordinate with Corvallis to provide a room on the OSU campus for distance learners to view streaming.

- Two weeks in advance:

Corvallis	Portland
Publish course Canvas page and upload syllabus to Canvas	
Email syllabus to all instructors	
Forward final syllabus to Tanya Ostrogorsky's office	
Decide upon Canvas file organization system and communicate design to instructors.	Provide Canvas TA access to Angie Mettie and Elena Montalto. Decide upon Canvas file organization system and communicate design to Angie Mettie and Elena Montalto.
Register for Lecture Capture media if teaching in room 305 (mymedia.oregonstate.edu).	

- One week in advance:
 - Post welcome announcement to students, including any advance reading required or recommended for the course
 - Ensure that first lecturer has uploaded first set of lectures to Canvas at least 24 hours in advance.

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 of DAS students so she can make room reservations and arrangements for proctoring 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 or arrange for Gary Miller to do so as a Canvas TA.
 - Monitor for timely uploading of lecture handouts and send reminders to instructors as needed.
 - **Portland:** Elena Montalto 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.
 - **Portland:** Elena Montalto (or Angie Mettie if Elena is not available) will adjust microphone and assist guest lecturers with AV equipment.
 - Coordinate assembly of exam questions or assessment activities
 - Provide deadlines for instructors to submit questions that allow for timely preparation of exams/assessments.
 - Ensure individual items are consistent with published course outcomes.
 - Ensure individual items and overall exam composition 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 exam or assignment, report students that fail to display satisfactory performance to the Head Advisor.

- 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	
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: Angie Mettie will print exam and scantrons and send electronic copy of exam to Amy Gagnon and Debra Peters, who will coordinate administration 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: http://pharmacy.oregonstate.edu/sites/pharmacy.oregonstate.edu/files/faculty-resources/PDF/college_guidelines_in_prep_admin_and_grading_of_exams_october_2015.pdf
 - 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, and 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.	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. Submit the scantrons and exam key to the MU printing and mailing office, or have the student helper in the main office do this.	FedEx documents to OSU main Office; Portland and Corvallis scantrons will be collected and taken 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, office assistant will file exams. Students should contact the office assistant 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/or who have excelled.	Provide the course exam grade sheet to Student Services for follow-up with students who are struggling and/or who have excelled.

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 college tradition. However, consultation with colleague instructors in the course is strongly 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, it is possible to do so 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.
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- Report course information to Curriculum Committee within one month following end of term
 - Note your assessment strategies used and the distribution of grades.
 - Note use of active learning strategies, technology integration, direct measures of critical reasoning, novel instructional methods, and assessment driven course improvements.
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- Review and comment on course evaluation when provided by assessment director
 - Course evaluations are administered by Director of Assessment’s Office using the course syllabus and results are returned initially to Director of Assessment 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 Elena Montalto 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 Elena can also assist with uploading documents to Canvas, and 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 and Elena Montalto provide assistance with maintaining grades in Canvas. They cannot assist with entering final grades into Banner.
- Elena Montalto 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

The Director of Assessment's office administers the course and faculty evaluations each term. Please work with them to make sure your information is accurate and up to date, and responds to requests for individual faculty evaluations.

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