

# Core Curriculum Coordinator

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The Core Curriculum Coordinator is a faculty member who facilitates, monitors, and directs the core curriculum in collaboration with the academic departments and relevant faculty committees, such as CCEP and the Academic Assessment Committee. The Core Curriculum Coordinator is appointed by the Provost for a three-year term, and may be renewed.

The Provost annually evaluates the performance of the Coordinator with input from those who collaborate with her/him.

Responsibilities of the Core Curriculum Coordinator:

- serve as an advocate and champion among the faculty for the core curriculum;
- develop the schedule of CORE115 and core capstone courses to provide adequate options for students in appropriate formats and timeframes in collaboration with Department Chairs;
- encourage and assist in development of online CORE115 and core capstone courses;
- negotiate the faculty staffing for the CORE115 and core capstone courses in collaboration with the School Deans and Department Chairpersons and assist faculty with transition to teaching CORE115 and developing and/or teaching core capstones. Priority for staffing CORE115 will be given to full-time faculty, with full-time staff or adjunct faculty invited to teach only under extraordinary circumstances;
- serve as a member of CCEP;
- collaborate with the Department Chairpersons and CCEP on curricular issues to ensure the integrity of the core curriculum;
- attend Academic Assessment Committee meetings as requested/needed, and assist the Academic Assessment Committee, Academic Assessment Coordinator, and faculty with the ongoing annual assessment and continuous improvement of student learning related to the core curriculum;
- participate in annual assessment by serving as a reader;
- collaborate with the Academic Assessment Committee and CCEP in using assessment results to make appropriate modifications to the curriculum and/or the assessment tools (e.g. assignments, learning outcomes, etc.);
- manage the budget and any grant funds supporting the core curriculum;
- collaborate with the University grants writer and faculty to seek external funds to support initiatives associated with the core curriculum;
- collaborate with faculty, School Deans, Department Chairpersons and the Provost's Office to resolve any student issues arising from core curriculum courses;
- participate in orientation activities for new faculty and students related to the core curriculum;
- encourage and support faculty scholarship related to the core curriculum;
- convene CORE115 faculty meetings and maintain CORE115 Faculty Blackboard page to ensure continuous improvement and updating of CORE115 materials, along with budget requests, scheduling, and/or collaborations supporting core speaker series.