

## KAUA‘I COMMUNITY COLLEGE

### Program and Discipline Coordinator Selection Procedures

#### 1. Purpose

To establish criteria for the selection of program and discipline coordinators and to provide general criteria by which assigned time will be assigned for them to perform their duties and responsibilities.

#### 2. Reference

- A. University of Hawai‘i Community Colleges Policy 9.237 Teaching Equivalencies (UHCCP 9.237)

#### 3. Definitions

- A. Program Coordinator: According to UHCCP 9.237, a “Program coordinator has responsibility for managing various aspects of a program or its equivalent. Programs include all associate degree programs (unless the program is managed by the division/department chair) and those special areas of emphasis within the non-degree programs as designated by the campus. Programs may also include major support activities or program initiatives such as service learning or freshman year experience which are not assigned as regular duties to a faculty member.”
- B. Discipline Coordinator: According to UHCCP 9.237, a “Discipline coordinator has responsibility for overall coordination of courses within the discipline, e.g., facilitating communication between and among discipline faculty, scheduling classes, selecting textbooks, assisting with transcript evaluations, updating and developing course curriculum, maintaining laboratory facilities, shops and equipment, and overall coordination of the students and personnel associated with the discipline to include the recruitment and mentoring of lecturers.”

#### 4. Guidelines

##### A. Criteria for Eligibility

- i. Program and discipline coordinators should be full-time teaching faculty with expertise in the program or discipline. If no faculty with program or discipline expertise are available, faculty without such can serve.
- ii. Program and discipline coordinators should be faculty at rank C3 or higher. In cases where no C3 or higher exist or are willing to serve, then rank C2 faculty may serve.

- iii. Accredited programs must have coordinators who meet accreditation eligibility requirements.

B. Term of Service

- i. The chancellor shall appoint program coordinators for 3-year terms and discipline coordinators for 2-year terms.
- ii. Programs with external accreditation may have automatic reappointments to meet accreditation requirements and continuity of program leadership.
- iii. Program and discipline coordinators are eligible for reappointment at the end of any appointment period. There is no term limit.
- iv. If a coordinator is no longer able or willing to serve, then a new coordinator shall be selected to complete the remaining term and, if the selectee and program or discipline desire, an additional 2- or 3- year term as specified above.
- v. The chancellor shall annually confirm all appointments and reappointments.

C. Assigned Time

- i. Program and discipline coordinators shall receive assigned time for their coordination duties.
- ii. Per UHCCP 9.237, the normal range for assigned time for program coordinators shall be between 3 and 12 credit hours per academic year.
- iii. Per UHCCP 9.237, the normal range for assigned time for discipline coordinators shall be between 1 and 6 credit hours per academic year.
- iv. Assigned time shall be determined according to the guidelines in Appendix A.

D. Coordinator Selection, Recommendations, and Chancellor's Appointment

- i. Bargaining Unit 07 faculty members shall conduct a vote through any method they deem appropriate. Voting shall take place within the program or discipline. Faculty members are eligible to vote if they have a regular teaching assignment in the program major courses or discipline. The results of the vote with a recommendation should be forwarded to the division chair, who will forward his/her recommendation to the vice chancellor for academic affairs (VCAA), who will forward her/his recommendation to the chancellor.
- ii. Should there be a consensus among the faculty in a program or discipline as to who should serve as the coordinator and the recommendation is rejected, the chancellor

should provide a written statement to the program or discipline faculty setting forth the reasons for selecting another faculty member.

- iii. If there is only one full-time faculty member in a program or discipline who meets coordinator criteria, then that person shall by default be the coordinator.

E. Selection Procedure Timeline

- i. Program coordinators will be selected in the spring semester every 3 years for terms beginning in the subsequent semester.
- ii. Discipline coordinators will be selected in the spring semester every 2 years for terms beginning in the subsequent semester.
- iii. The timeline for the selection process is in Appendix B.

## Appendix A: Assigned Time Coordinator Responsibilities and Guidelines

### Discipline Coordinator Responsibilities

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#### Basic Responsibilities (3 TE/Academic year)

**Assessment:** Authentic assessment of student learning that allows us to identify issues and credibly tie issues to specific causes or changes. Take results of previous schedules and student success and make informed decisions regarding next year's schedule and goals for our discipline.

**Assist and mentor discipline faculty:** Communicate, coordinate, and work closely with the discipline faculty to ensure success. Serve as the liaison between lecturers and academic affairs.

**Curriculum updates:** Responsible for submission of course outlines for five-year review, modifications, and new courses for the discipline.

**Coordinating and collaborating with counselors and registrar:** e.g. exchange information, provide overrides to ensure students complete degrees and are in the correct courses, update STAR GPS, and ensure students can and do earn degrees through reverse transfer.

**Program Website:** Coordinate with campus webmaster to ensure information on the program website is reviewed and updated regularly.

**Represent discipline:** Campus liaison for inquiries and updates.

**Scheduling:** Schedule courses each semester in consultation with other faculty and the Office Assistant; creating and updating a two-year plan and part-time course plan.

### General Pre-Professional Program Coordinator Responsibilities

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#### Basic Responsibilities (3 TE/Academic year)

**APRU report and Annual meeting with VCAA:** Assess program health and align with strategic goals and campus mission.

**Assessment:** Assessment of student learning to identify issues and credibly tie issues to specific causes or changes; Make changes based upon data and seen improvement, validating the approach. Development and maintenance of an effective program assessment plan.

**Assist and mentor program faculty:** Communicate, coordinate, and work closely with program faculty to ensure success. Serve as the liaison between lecturers and academic affairs.

**Curriculum updates:** Responsible for the submission of five-year review course outlines, modifications and new courses. Program Action Request (PAR) modifications and updating Program Student Learning Outcomes (PSLOs) as required.

**Coordinating and collaborating with counselors and registrar:** e.g. exchange information, provide appropriate overrides to ensure students complete degrees and are in the correct courses, update STAR GPS, and ensure students can and do earn degrees through reverse transfer.

**Program Website:** Coordinate with campus webmaster to ensure information on the program website is reviewed and updated regularly.

**Represent program:** Campus liaison for inquiries and updates.

**Scheduling:** Scheduling courses each semester in consultation with other faculty and the Office Assistant; creating and updating a two-year plan and part-time course plan.

### **CTE Program Coordinator Responsibilities**

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#### **Basic Responsibilities (3 TE/Academic year)**

**APRU report and Annual meeting with VCAA:** Assess program and student success; troubleshoot and resolve challenges; track and attempt to boost completion, persistence, transfers, enrollment, and any other essential metrics;

**Assessment:** Authentic assessment of student learning at the program level that allows us to identify issues and credibly tie issues to specific causes or changes; Development and maintenance of an effective program assessment plan. Necessary meetings for the program.

**Assist and mentor program faculty and lecturers:** Communicate, coordinate, and work closely with program faculty to ensure success. Serve as the liaison between lecturers and academic affairs.

**Curriculum development and maintenance:** Responsible for the submission of five-year review course outlines, modifications, and new courses. PAR modifications and updating PSLOs as required.

**Coordinating and collaborating with counselors and registrar:** e.g. exchange information, provide overrides to ensure students complete degrees and are in the correct courses, update STAR GPS, and ensure students graduate on time.

**Program Advisory Committee Coordination:** Ensure advisory committee members represent major stakeholders for the program; schedule and chair annual advisory meetings.

**Program Website:** Coordinate with campus webmaster to ensure information on the program website is reviewed and updated regularly.

**Represent program:** Campus liaison for inquiries and updates.

**Scheduling:** schedule courses each semester in consultation with other faculty and the Office Assistant; creating and updating a two-year plan and part-time course plan as appropriate.

### Assigned Time Coordinator Guidelines

Additional Criteria for <b>COORDINATORS (Discipline or Program Coordinator)</b>	Hours required per week
Maintenance of an accredited program	
Tracking and annual submission of accreditation outcomes	
Coordination of multiple clinical and externship sites	
Apprenticeship, COOP externships, or student projects	
Classroom and lab management in off-campus sites	
Identifying, developing, and managing of program-related grants	
Program recruitment and outreach activities	
Select admission process	
Program graduate job placement assistance and tracking	
Coordinating and participating in program campus events and fundraisers	
Inter-campus and UH system program-related meetings and projects	
Student Success activities	
Special initiatives/projects that require curriculum development and revisions	
Coordinating and participating in hiring of personnel	
Special projects that might derive from laboratory, shop, studio, outdoor, etc. facility usage (facilities)	
Evaluation of lecturers	
Coordinate annual discipline faculty retreat	
Other special program/discipline administrative projects/initiatives	
TOTAL HOURS	
<b>Total hours: see breakdown = #TEs</b>	

### Assigned Time Hourly Breakdown

Hours per Week	Actual Semester TEs
1	
2	0.68
3	
4	1.35
5	
6	2.03
7	
8	2.70
9	
10	3.38
11	
12	4.05
13	
14	4.73
15	
16	5.40
17	
18	6.08
19	
20	6.75

Hours per Week	Actual Semester TEs
21	7.09
22	7.43
23	7.76
24	8.10
25	8.44
26	8.78
27	9.12
28	9.45
29	9.79
30	10.13
31	10.47
32	10.80
33	11.14
34	11.48
35	11.82
36	12.15
37	12.49
38	12.83
39	13.17
40	13.50

## Appendix B: Program/Discipline Coordinator Selection Procedure Spring Semester Timeline

