

COMPUTER SCIENCE DEPARTMENT INSTRUCTION 1531B

From: Chair, Computer Science Department

Subj: FACULTY AND COURSE COORDINATOR RESPONSIBILITIES

Ref: (a) ACDEANINST 1531.61  
(b) USNAINST 1610.3  
(c) USNAINST 1531.53  
(d) COMPSCIDEPTINST 1531C

1. Purpose. This instruction provides to all Computer Science department faculty guidance on the role and responsibilities of course coordinators, instructors and the department chair.
2. Cancellation. COMPSCIDEPTINST 1531, dated 23 Jun 2006.
3. Action.
  - a. Chair – The department chair will:
    - Name a course coordinator for all courses. In most cases, the course coordinator for courses taught by a single instructor will be the instructor.
    - Ensure that each new faculty member is familiar with this instruction.
  - b. Coordinator – The course coordinator will:
    - Establish the course syllabus in accordance with the guidelines provided by the curriculum committee chair.
    - Ensure that any required topical items, instructional techniques (such as practicum exams and honor policy quizzes) and course themes provided by the curriculum committee chair are covered or implemented as appropriate in the course.
    - Develop a course policy statement as per ref (a) that at a minimum includes:
      - Names and contact information for all instructors.
      - Course's Learning Objectives (confer with assessment committee chair).
      - Course's ABET Program Outcomes (confer with assessment committee chair).
      - Texts (required and optional).
      - Extra Instruction policy/hours.
      - Duties of the section leader adhering to the guidance found in ref (a) which requires that the section leader shall: call the section to attention at the beginning and end of class, report absences to the instructor, contact the department office (3-6800, Room MI346) if the instructor is more than 10 minutes late for class, and direct the class in productive work if the instructor is absent.
      - Late Policy for graded work.
      - Honor Policy adhering to the guidance found in refs (b), (c), and (d).
      - Course grade weightings of exams, labs, projects, homework, papers, etc.
      - Classroom decorum to include the following computer science department policy: "Beverages are permitted in classrooms and labs provided they are in

closed containers. No food or smokeless tobacco is permitted in classrooms or labs."

- Submit a written copy of the syllabus with an explicit acknowledgment of required material to be covered in the course to the curriculum committee chair for approval prior to the first day of class.
  - Submit written copies of the syllabus (as approved by the curriculum committee chair) and course policy statement to the department chair prior to the first day of class.
  - Ensure that all sections take common or equivalent exams and projects. The course coordinator will have sole authority to decide if multiple exams are equivalent.
  - Determine the grading policy, including the late policy that shall be used consistently across all sections of the course.
  - If the course is designated as one for which assessment data will be collected during the current academic year, the coordinator will establish the assessment mechanisms, brief the assessment committee chair on the assessment mechanisms and ensure that all faculty teaching the course collect the relevant data. The coordinator will submit the assessment data for all students enrolled in the course to the chair of the assessment committee within one week after the final exam.
  - Maintain the official web site for the course. The official website must at minimum contain the course policy and the syllabus.
  - Provide class and lab materials to the other instructors in a timely fashion.
  - Submit an electronic archive of the policy, syllabus, all exams, projects, homework, etc. to the curriculum committee chair as instructed by the committee chair.
  - At the end of the semester, brief both the chair of the assessment committee and the chair of the curriculum committee via email and written memo concerning what went well and what did not go well with the course.
- b. Instructors - All faculty teaching a course will:
- Follow the syllabus and day-to-day plan designed by the coordinator as it is important that instructors cover more or less the same material at the same pace. Substantial deviation from either the syllabus or the day-to-day plan must be approved by the coordinator in advance.
  - Administer all exams and projects provided by the coordinator unless pre-approval from the coordinator has been granted to use equivalent tests or projects.
  - Use the grading policy and late policy set forth by the coordinator.
  - Assist the coordinator by develop draft projects, exams, homework, etc, as directed by the coordinator.
  - Collect assessment data, using the mechanism determined by the coordinator, as required and provide scores of each student on each graded outcome to the coordinator within one week of the final exam.
  - All instructors: Ensure your students are aware of the CS Dept Eating/Drinking Smokeless Tobacco policy as described above and enforce it.
  - Administer Student Evaluation Forms (electronic unless otherwise specified) at the end of the semester.



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