

# **FSC Faculty Coordinator**

The Faculty Success Center (FSC) Faculty Coordinator will have a critical role in designing, implementing, and leading faculty development programming in support of Coastline Community College's Education Master Plan. The FSC a part of the Office of Instruction and is a campus-wide provider of professional development services for Coastline Community College instructors (faculty and class assistants).

The FSC Faculty Coordinator provides consultation and training support regarding teaching and learning excellence as well as broader professional development for all faculty. The coordinator will help disseminate innovative, evidence-based teaching strategies, assessment methods, teaching technology integration, and pedagogies.

Responsibilities will include:

- Collaboration with FSC Staff and College Committees to support faculty through consultation and training.
- Create, sustain, and assess programs and initiatives that support teaching excellence by faculty (e.g., teaching workshops, consultations, and review of teaching techniques used in classroom, online and hybrid modalities).
- Collaborating with faculty in support of College programs and teaching initiatives.
- Partnering with other FSC and College staff to develop innovative, evidence based teaching strategies, assessment methods, and technology integration.
- Creating and sustaining a library of learning opportunities for faculty who seek to enhance their teaching knowledge and skills.

Specific activities:

- Promote a campus culture that values and recognizes the importance of teaching excellence and student learning.
- Collaborate with instructors and other members of the College to identify/develop new projects and programs.
- Prepare annual budget and goals for the FSC in collaboration with the Instructional Wing Planning Committee.
- Creation and distribution of all FSC related communication to College faculty and other members of the College (eMail, Web Page, promotional items).
- Plan, schedule and communicate FSC related activities to College faculty members.
- Collect feedback from all faculty relative to their needs and evaluations of training provided by the FSC, including:
  - Conducting a survey of all faculty to identify training and support recommendations (each semester; coordinate the timing to allow discussion of the results at F/T Faculty Meeting and Academic Senate).
  - Distributing and evaluating Post-Training session evaluations.
  - Overseeing a semi-annual FSC Satisfaction Survey (each Semester).
  - Participating in Department Chair meetings to discuss survey results, issues and opportunities.