# NewCoastlineLogo

# Business Computing, Building Codes Technology, Process Technology, and Real Estate, Department Chair – Position Description

## Core Activities (All Departments)

### Primary Activities

1. **Liaison and Communication:** Act as **liaison** with faculty and between faculty, Senate, and administrators
2. **Meetings:**  Meet regularly with the discipline dean and meetings called by the Office of Instruction
3. **Availability:** Flexibility to meet on a variety of days and times for classroom visits, site visits, faculty meetings,  and committee work
4. **Scheduling:** Assist with **schedule** development for your department/division
5. **Faculty Evaluations:** In consultation with dean, coordinate and conduct **part-time faculty evaluations** (one-third per year, including all new faculty)
6. **Curriculum/Program Development:** Guide departmental **curriculum development**, including development of new courses and programs and revision of existing courses and program, working with full and part-time faculty, dean, and advisory committee/business community; work with college articulation officer as necessary to ensure proper course/program articulation
7. **Hiring and Assignment of Instructors:** Serve as advisor/resource person to assist in **instructor selection** and assignment to fill vacancies
8. **Professional Development:** Assist with **professional development**: orient new instructors; mentor new and continuing faculty to strengthen teaching strategies and technology skills; provide resource information related to improving instruction and classroom research
9. **Discipline/Department Meetings:** Lead **discipline/department meetings**
10. **Program Review:** Provide leadership to **Program Review**, including conducting five-year reviews and ensuring follow-up on goals and recommendations (\*1 extra LHE during Program Review year)
11. **SLOs:** Provide leadership on course and program-level **student learning outcomes**, guiding faculty in identifying expected SLOs and in implementing plans to ensure regular assessment and effective analysis and use of SLO results; guide development of appropriate assessment and scoring tools; lead analysis, follow up and tracking of outcomes

### Secondary Activities

1. **Textbooks/Course Materials:** Research and review appropriate **textbooks** in his/her curriculum and recommend any changes for implementation
2. **Instructional Environments:** Provide administrators with input regarding the **classroom and DL environments** and necessary equipment and supplies to make them function adequately, including labs
3. **Marketing:** Research and (where appropriate) help to develop and implement the most effective types of **publicity** for the applicable program, including program website, brochures, presentations, etc.
4. **Fundraising/Grants:** Assist in the coordination of **fundraising** and performance events, including proposal development for **grants**
5. **Documentation and Reporting:** Collaborate with CTE office in the development of state-required documentation and reporting including **Perkins, Strong Workforce or other initiatives**. Yearly plans, quarterly and final reporting will be developed and submitted prior to the last duty day of the spring semester. Collaboration on State directed revisions to submitted plans will take place in a timely manner as needed following submittal to the state.
6. **Outreach Activities:** Coordinate, plan, and attend departmental outreach activities including **College/Career events, Pathway Days, Regional Collaboration meetings, high school class visits, and other activities** related to the establishment of CTE pathways and K-12 transition to CTE programs.
7. **Advisory Committee Meetings:** Coordinate, plan, and facilitate **two advisory committees** per academic year including at least one meeting focusing specifically on Coastline curriculum review and relevancy to industry needs and direction.
8. **Respond to Emerging Priorities**

## Other Activities (based on department need)

### Primary

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| * **Course Coordination**: Improve course coordination and faculty communication between Coastline and district colleges, other community colleges, high schools, and state colleges and universities |
| * **Budget:** Provide input during budget development process; assist in monitoring budget |
| * **College, Regional, Statewide Meetings and Boards:** Represent college |
| * **Committees:** Serve as program/departmental representative on appropriate college, district, regional, and/or statewide committees |
| * **Planning:** Monitor and analyze enrollment trends and make recommendations regarding increased/expanded/redesigned offerings in light of enrollment trends and budget factors |
| * **Electives:** Coordinate and promote electives within program and with related programs |
| * **Library:** Work with departmental faculty and librarian to identify and develop needed library resources for department and instruction |
| * **Student Success:** Work with departmental faculty, Student Success Center Coordinator, Writing Instructional Associate and success center staff to develop and implement learning resources (e.g., embedded tutors, learning assistance materials) for developmental and transfer level courses |
| * **Community Liaison:** With administrators and staff at current and potential instructional sites |
| * **Alternative Delivery/Scheduling Modes:** Coordinate support for all department faculty in Regular and Substantive Interaction (RSI) for delivery of Accelerated, distance learning, and all modalities that utilize the course management system. |
| * **Assessment And Placement:** Work with students, families, and agencies to coordinate appropriate class placement |
| * **Program Committees/Boards/Panels:** Chair and/or serve on departmental committees or boards related to student issues (e.g., admissions, grievances, disciplinary issues, etc.) |

### Secondary

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| * **Orientations:** Plan, conduct, and/or present at new student program orientations |
| * **Professional Memberships:** Coordinate institutional membership in appropriate organizations; maintain individual membership as required or appropriate for the program |
| * **Advise:** Serve as faculty advisor and mentor for students who declare a Business Computing, Building Codes Technology, Process Technology, or Real Estate major. |
| * **Recruitment:** Make presentations and/or conduct program tours as part of recruitment effort |
| * **Special Events:** Coordinate special events (e.g., year-end, graduation, fund raisers, lecture series, exhibitions, performances, etc.) |