



Gerontology/Health/Nutrition/Kinesiology/Physical Education 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

12. **TEXTBOOKS/COURSE MATERIALS:** Research and review appropriate **textbooks** in his/her curriculum and recommend any changes for implementation
13. **INSTRUCTIONAL ENVIRONMENTS:** Provide administrators with input regarding the **classroom and DL environments** and necessary equipment and supplies to make them function adequately, including labs
14. **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.
15. **FUNDRAISING/GRANTS:** Assist in the coordination of **fundraising** and performance events, including proposal development for **grants**
16. **DOCUMENTATION AND REPORTING:** Assist with state-required **documentation and reporting**
17. **RESPOND TO EMERGING PRIORITIES**

Gerontology/Health/Nutrition/Physical Education

Other Activities (based on department need)

Primary

- **COMMUNITY LIAISON AND ADVISORY COMMITTEES:** Assist in development and coordination of advisory committees, ensuring regular meetings in compliance with regulations and program needs, Attend appropriate meetings in the community to support students in our programs.
- **COURSE COORDINATION:** Improve course coordination and faculty communication between Coastline and district colleges, other community colleges, high schools, and state colleges and universities
- **COMMUNITY PRECEPTORSHIP:** Identify and establish preceptors in the local community for experiential learning opportunities for students.
- **EDUCATIONAL PARTNERSHIPS:** Establish and maintain partnerships with national accrediting bodies for certifications relevant to degree offerings.
- **PUBLICATIONS:** Develop and maintain appropriate publications and media for marketing and use by students, faculty, and staff
- **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
- **FACULTY SUPPORT:** Canvas or other LMS model course development and upkeep; guidance for faculty in using the College LMS for online and classroom based classes.
- **PROFESSIONAL MEMBERSHIPS:** Coordinate institutional membership in appropriate organizations; maintain individual membership as required or appropriate for the program
- **OUTREACH:** Work cooperatively with other colleges/universities to develop cooperative and/or articulated programs
- **ALTERNATIVE DELIVERY/SCHEDULING MODES:** Accelerated, distance learning, etc.
- **CANVAS:** Coordinate faculty training and usage
- **RECRUITMENT:** Development recruitment tools for the program.
- **SUPPORT STAFF:** Recruit, select, assign, and train support staff, such as tutors (instructional and non-instructional) and volunteers
- **SPECIAL EVENTS:** Coordinate special events (e.g., year-end, graduation, fund raisers, lecture series, exhibitions, etc.)

