



Career Options through Academic Support and Training (COAST) Program 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.

Special Programs—COAST Program

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**

Other Activities (based on department need)

- **ADVISORY COMMITTEES:** Assist in development and coordination of advisory committees, ensuring regular meetings in compliance with regulations and program needs
- **COMPUTER LABS:** Scheduling and maintenance
- **PUBLICATIONS:** Develop and maintain appropriate publications for marketing and use by students, faculty, and staff
- **COLLEGE, REGIONAL, STATEWIDE MEETINGS, AND BOARDS:** Represent college
- **COMMUNITY LIAISON:** With administrators and staff at current and potential instructional sites
- **COMMITTEES:** Serve as program/departmental representative on appropriate college, district, regional, and/or statewide committees
- **INTERVIEW:** Conduct interviews with prospective students to discuss student goals, assist with class selection and complete Academic Accommodation Plan (AAP).
- **ASSESSMENT:** Assess incoming students for the specific vocational certificate program applied.
- **LAB DESIGN/STUDIO DESIGN**

- **TOURS:** Provide campus tours for prospective students, family members, and professionals.
- **SUPPORT STAFF:** Recruit, select, assign, and train classified and hourly non-classified support staff (instructional and non-instructional) and volunteers
- **SPECIAL EVENTS:** Assist with the planning of special events (e.g., Art and Music Events, Dances, Movie Nights, fund raisers, lecture series, exhibitions, etc.)
- **PROGRAM COMMITTEES/BOARDS/PANELS:** Chair and/or serve on departmental committees or boards related to student issues (e.g., admissions, grievances, disciplinary issues, etc.)