

Course Coordinator Role

- Overall responsibility: Ensure high quality and up-to-date curriculum content and course design. Core classes have multiple coordinators (OTG, online, IW, BASW)
- Associated Tasks:
 - Curriculum development and review meetings: Coordinate once a semester (more as needed) with co-coordinators and core teaching faculty to revise syllabus and associated instructional materials.
 - Material submission: Submit updated syllabus (using master template), updated CANVAS course shells with supplemental materials to department for OTG classes by May 15 (fall) and Dec 1 (spring).
 - Course orientation: Lead ‘kick off call’ for PTLs at start of semester to review syllabus, course shell, assignments, and CSWE assessments.
 - Consultation: Be available to Assistant Dean of PTL development for consultation on course content or PTL related matter. Be available to new full time teaching faculty for consult on course related matters.
 - Specialized curriculum sequence meetings: Attend curriculum sequence meetings as appropriate (MAP, CSW, Research)

Curriculum Reform: Things to Consider

- Trends and innovations in social work education: CSWE, other schools of social work, findings of RU SSW strategic plan
- Horizontal and Vertical Integration within SSW curriculum: (i.e., how does this fit with other classes, is this being done elsewhere). Consult with specialized curriculum group, MSW/BASW Director and curriculum committee, Associate Dean of Academic Affairs; Review syllabi of other classes. <https://socialwork.rutgers.edu/academics/master-social-work-msw/msw-syllabi>
- Best Practices curriculum design and science of teaching and learning; CTARR, magna commons <https://ctaar.rutgers.edu/teaching/magna-commons.html>
- Online course: How will changes impact online version?; work closely with online course coordinator (versions can 'differ' somewhat based on pedagogical needs, but readings, major content and assignment etc. should remain the same).
- Roll out of revisions: If revisions are significant, structured timeline necessary
- PTL feedback on course: To be systematically collected and shared
- Time management, shared workload, faculty politics

Resources

- AAUP statement on freedom to teach and multi section classes:
<https://www.aaup.org/news/statement-freedom-teach#.XHa-Ai2ZNZ0>
- Administrative and instructional design resources: Sheri Aguliar, CANVAS shells for OTG classes, meeting coordination, saguliar@ssw.rutgers.edu, Lindsay Gunther for more complex instructional design or fully online issues lg640@ssw.rutgers.edu