**GLENDALE COMMUNITY COLLEGE**

*ASSIGNMENT OPPORTUNITY ANNOUNCEMENT*
**Curriculum and Instruction Coordinator**
80% Released Time
**Closing Date: February 5, 2024**

## Objectives of Assignment:

Coordinate the college's curriculum development process.

## Description of Assignment:

Coordinates the college's curriculum process by assisting faculty in the curriculum development process.

## Supervision Exercised and Received:

Supervision provided by the Vice President, Instructional Services.

The Curriculum and Instruction Committee is an Academic Senate committee and operates under Senate authority. In this context specifically, the C&I Coordinator also has supervision exercised by the Senate

## Sample of Tasks and Activities Required:

- Serve as the faculty co-chair of the C&I Committee;
- Prepare C&I agendas;
- Conduct the C&I committee meetings;
- Edit C&I minutes;
- Set the calendar of C&I committee and subcommittee meetings;
- Keep informed of curriculum standards including Title 5, the Curriculum Standards Handbook, ASCCC, the Chancellor's Office, intersegment, and accreditation;
- Supervise the orientation of new C&I members and on-going training of continuing members;
- Assist discipline faculty in the curriculum development process (usually with faculty curriculum committee member from that division);
- Hold regular office hours;
- Assure that C&I committee functions take place smoothly: preliminary review, technical review, prerequisite review, distance education review, general education review, library sign-off, consultations with the library

liaison, articulation, diversity, equity, inclusivity and accessibility (DEIA) resource, and program review reports to the committee;

- Maintain archive of locally approved curriculum ensuring that complete records are kept of all Curriculum and Instruction Committee meeting actions;
- Maintain C&I website;
- Maintain Equity Guide for Curriculum;
- Facilitate DEIA and curriculum workshops for faculty and staff;
- Prepare reports on locally approved curriculum and final versions of new and revised courses and programs for Academic Affairs and Board of Trustees;
- Facilitate regular meetings between the Curriculum and Scheduling Systems Manager, and the Articulation Coordinator to communicate and plan for current issues and troubleshoot problems;
- Meet regularly with the administrative co-chair of C&I;
- Meet regularly with the DEIA resource;
- Lead use of electronic data system for managing curriculum (eLumen or other database tool);
- Lead development of systems, procedures, forms, and other written materials pertaining to eLumen or other electronic data system for managing curriculum;
- Working with Curriculum and Scheduling Systems Manager, develop systems, procedures, forms, and other written materials to be used by faculty as well as curriculum and scheduling personnel to ensure district compliance with Federal, State, and accreditation requirements and standards (e.g., matriculation, transfer curriculum, program and course review, etc.);
- Report regularly to the Glendale Community College Academic Senate;
- Submit final version of curriculum recommendations to the Board of Trustees;
- Review catalog drafts for concurrence with approved changes;
- Appear before the Academic Senate as requested to report on C&I Committee actions;
- Communicate regularly with GCC Articulation Coordinator;
- Produce an updated version of The GCC Curriculum Handbook once every five years;
- Update the C&I Committee's Mission Statement every year;
- Validate the inclusion of accurate and appropriate information about each course through the curriculum development and revision process (Title 5 §55005) concerning:
  - Course status as credit, noncredit, or community service;
  - Course transferability;
  - Fulfillment of major and general education requirements;
  - Availability of credit/non-credit options for courses (§55752).

**Preferred Qualifications:**

- Tenured GCC faculty member
- Experience with Glendale Community College's curriculum development and approval processes.
- Knowledge and understanding of Title 5, Chancellor's Program and Course Approval Handbook, State Academic Senate publications pertaining to curriculum issues and college curriculum processes.
- Excellent organizational and communication skills.

**Stipend and/or Released Time:**

80% Released time assignment.

**Term of Assignment:**

Five (5) years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**
1. Interested tenured faculty members should submit an application (attached and available from the Office of Human Resources).
2. The completed application form, letter of interest which describes how the candidate is qualified to fulfill the duties of the position as listed, and resume shall be returned to the Office of Human Resources.
3. A selection committee will be appointed to identify applicants to be interviewed, conduct interviews of the selected candidates, and make a recommendation to the Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.*
*This position is subject to availability of continued funding.*
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**Released Time/Extra Pay Assignment**
**Application**

*APPLICATION FORM*
**Curriculum and Instruction Coordinator**
80% Released Time
**Closing Date: February 5, 2024**

Attach Additional Sheets, If Necessary

| Name: |
|---|
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| Current Position at GCC: | GCC Telephone Extension: |
|---|---|
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| Relevant Experience and Education: |
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| Other: |
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|  |

| References: |
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_____          _____
Employee Signature                                          Date

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*such as office hours, committee assignments and curriculum revision and development.*
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