

# Course Directors

Course directors are primarily responsible for the running and administration of academic courses, including scheduling, set-up and reporting of assessments. They are normally faculty from one of the disciplines within a given course.

Course directors for the six courses in Years 1 and 2, and for any offered electives, are appointed by the senior associate dean of basic sciences after consultation with the relevant department chairs. The course directors receive advice and guidance from the senior associate dean of basic sciences about their duties and responsibilities. The course director reports directly to the senior associate dean of basic sciences. The major responsibilities of the course director are:

1. Liaise and communicate with the module coordinators (MCs), departmental chairs (DCs) and content managers (CMs) and assist the faculty and administration in the delivery of the curriculum.
2. Approve and communicate the course textbooks to the library for purchasing.
3. Coordinate the class scheduling with the Dean of basic sciences Office (DOBS).
4. Coordinate and standardize the delivery of the course across all modules with MCs within the term.
5. Liaise with the Curriculum Committee, CMs and MCs to develop the curriculum of the course.
6. Schedule weekly meetings of all parties, including MCs, CMs, secretaries, and any faculty or staff involved in course delivery and participate in such meetings.
7. Report student participation and give timely feedback to students (bimonthly) on participation records for the course.
8. Maintain the Syllabus for the course.
9. Ensure that the examination difficulty is equivalent across modules and disciplines and that appropriate assessments are designed using statistical analysis of items.
10. Coordinate the exam schedule and venues with the scheduler from DOBS.
11. Report final course grades to the registrar.
12. Liaise with MCs, CMs and department chairs to confirm Visiting Professor selections.
13. Ensure that any changes in the curriculum of the course are communicated and approved by the Curriculum Committee, MCs, CMs and DOBS before implementation.
14. In consultation with the CMs balance the learning objectives for the course as appropriate.
15. Coordinate and collaborate with the individual MCs to ensure that the MCs:
  - a. Balance discipline learning objectives for the module as appropriate.
  - b. Coordinate the Course/Module student resources and populate the Course Sakai site in a timely manner.
  - c. Collect participation data for all aspects of the module.
  - d. Approve multiple-choice questions used for interactive multiple choice question sessions (IMCQs).
  - e. Assist and communicate the quality of instruction on their course/module to the CD.
  - f. Approve Small-Group activities and provides updates to CD for Small Group Manual.
  - g. Maintain module gradebook entries on the Course Gradebook (the responsibility rotates across MCs as each module becomes active within the term).
16. Coordinate and collaborate with the individual DMs to ensure that the DMs:
  - a. Monitor and develop discipline learning objectives and coordinate their selection and implementation with the MCs.
  - b. Ensure that relevant faculty are moderating discussion forums pertaining to their discipline.
  - c. Create IMCQ questions with input from relevant teaching faculty; after approval from CD, compilation of MCQs into IMCQ Turning Point Files with subsequent classroom delivery by relevant faculty.
  - d. Coordinate and propose exam questions (new or used) with input from relevant teaching faculty.
  - e. Track the discipline representation throughout the basic sciences curriculum.

- f. Ensure that junior faculty are developed to cover discipline content as primary and backup lecturers
- g. Participate in course, phase and curriculum reviews.
- h. Be present in Grenada at least one week in advance of the commencement of each term and remain until the official end of each term (i.e., after the CAPPS meeting).