

# COMMITMENT TO BEST PRACTICES

***We as Course Coordinators and Faculty of the NHWSN, commit to:***

# Communicate with one another between and within courses and semesters and levels

BEHAVIORS

* 1. Call course team huddle prior to or at beginning of semester
  2. Meet with course coordinators for students of same level in month prior to semester start to plan topics and assignment type and schedule
  3. Attend monthly degree program meetings, at least 80% of the time
  4. Add other faculty assisting with course delivery to course LMS site without access to gradebook
  5. Communicate poor performance with academic advisor as needed

# Function as [team] leader when serving as course coordinator: setting vision, assigning roles and responsibilities, facilitating communication among involved parties and modeling best practices

BEHAVIORS

* 1. Begin course planning with official syllabus from S: drive
  2. Use SON template for Canvas (forthcoming) to organize materials
  3. Conduct handoff from previous course coordinator, if applicable
  4. Post course description, objectives, assignment due dates (posted in Canvas so visible on calendar), exam dates, textbook/supplies and readings for first day of class on course site two weeks prior to semester start
  5. Post course overview online
  6. Post course schedule with dates, class activities, and format (i.e. hybrid, face to face) clearly delineated.
  7. Hold team huddle and determine regularly scheduled course team meetings
  8. Develop consensus around grading of assignments and use of rubrics

# Share early, clear expectations for student and faculty performance and remain open to ongoing, midcourse feedback

BEHAVIORS

* 1. Check to assure calendar function in online course site reflects all graded items
  2. Post grades within two weeks from graded item due date
  3. Confirm course contact hours given credit hour and type listed on official syllabus and plan student and other course faculty engagement accordingly

# Maintain open and respectful discourse with students, faculty and staff

BEHAVIORS

* 1. Teach at least 50% (preferably more) of course content and use guests where appropriate
  2. Use mid-course student feedback mechanism when appropriate
  3. Use inclusive classroom techniques and policies

Best Practices and Commitments for Course Coordinators 12/05/17 update

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* 1. Start each class with statement about RESPECT for others (See SON template for example) and opportunity to share diverse perspectives.

# Make ourselves available to engage with students, faculty and staff

BEHAVIORS

* 1. Schedule office hours and post on course site and syllabus
  2. During regular work week, respond to emails within 24-48 hours
  3. When out of the office for professional conferences/meetings or personal leave where timely email response is not possible, post appropriate out of the office message with alternate contact information

# Complete course summary form at the end of the semester, preferably with the course team

BEHAVIORS

* 1. Summarize quantitative and qualitative data
  2. Provide recommendations for course improvement in next iteration
  3. Submit to the Program Director (and next faculty to teach course if appropriate) prior to the start of the next semester.