

College of Business and Economics
California State University, Fullerton

Core Courses Coordinators Council (C4)

The Core Course Coordinators Council (C4) and each of the course coordinators will be responsible for the following:

1. Ensure the consistency of course objectives, content and coverage across all sections.
2. When the College Undergraduate Committee (CUPC) schedules assessment activities for a core course, facilitate, administer, supervise and report on the assessment activities. The coordinator will also work with the department to identify and develop the appropriate assessment tools and / or tests.
3. When a common final exam has been agreed to by the department, design and facilitate its administration and grading.
4. Regularly review the course, make suggestions for its improvement and work with appropriate faculty members to institute change as needed.
5. Participate in the new faculty orientation session by the College or the department and present material (course expectations, standardized syllabus, appropriate grading systems, teaching hints, etc.) to faculty teaching the course.
6. Work with the chair to identify and select possible instructors to meet demand for the course.
7. Be available to address faculty questions about the course during the year.
8. Spearhead the evaluation and adoption of a textbook for the course.

The Council will be made up of coordinators of all the core courses and MGMT 449. Associate Dean for Academic Programs, Assistant Dean for Administration and the Assistant Dean for Student Advising will also be members of the Council. The Council will elect a Chair and a Vice Chair. It will meet *at least* once each semester.

The coordinators will get one course assigned time per year from the College. Department Chairs will appoint the coordinators with the approval of the Dean. The appointment will be for a two-year term.

Revised May 22, 2006
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