RESPONSIBILITIES OF PROFESSIONAL YEAR COORDINATORS

Professional Year Coordinators are elected faculty members of the Curriculum Committee for the designated professional years, with two members assigned for professional years P-1, P-2 and P-3 and two assigned to work with the Director of Experiential Education as P-4 Year Coordinators. These professional year coordinators are responsible for:

1. Convening meetings each year with course coordinators and other faculty in the designated year to plan courses and facilitate curriculum changes
2. Contribute to meetings with Office of Education members and other Professional Year Coordinators to enhance educational offerings
3. Organize schedules for the assigned year with attention to sequencing and timing of exams, major assignments and projects and other course activities.
4. Dialogue with faculty to implement needed curriculum changes

This structure, successful in past years, facilitates communication and consistency in meeting curricular ability outcomes and activities and in implementing new curriculum initiatives within and across professional years.

dlh
6/07