

Final agreement

Article XVI.

H. Curriculum Coordinators and Program Supervisors.

Curriculum Coordinators. The following are current curricula with appointed

Coordinators:

Automotive Technology	Hospitality Technologies
Behavioral Health/Human Services	American Sign Language/English
Clinical Laboratory Technology	Interpreting
Communication Arts	Justice
Culture, Science and Technology	Liberal Arts
Dental Hygiene	Medical Assisting and Office Management
Diagnostic Medical Imaging	Paralegal Studies
Early Childhood Education	Respiratory Care Technology
Education	

Either the College or the Federation may convene a meeting of the appropriate Department Head and a Federation representative to make a recommendation to the Vice President for Academic Affairs for the addition of new curricula to the list of curricula which have Curriculum Coordinators. When the Vice President for Academic Affairs designates an addition to the list, the Coordinator shall be entitled to the compensation described below. In such cases in which a Department Head takes on the role of a Coordinator of a curriculum added to the list by the Vice President for Academic Affairs, the compensation shall be in addition to any emoluments to which the Department Head is entitled.

The College shall not be required to designate a Curriculum Coordinator where a program has been designated a department, has been eliminated, or the nature of the duties performed by the Curriculum Coordinator have become substantially reduced.

Every year, appointments to the position of Curriculum Coordinator shall be confirmed in writing.

The list of Curriculum Coordinators' roles and responsibilities agreed to by the Committee convened in accordance with paragraph 27 of the Letter of Agreement appended to this agreement will be rewritten in a format similar to that of the 1971 document "Department Head Duties and Responsibilities."

Curriculum Coordinators will have a minimum released time equal to twenty-five percent (25%) of their normal teaching load for both fall and spring semesters.

Curriculum Coordinators will have a minimum one and a half (1.5) hours of extended time each summer term. Curriculum Coordinators shall receive a minimum of an additional one (1) hour of extended time in each summer term in which courses designed by program faculty and specifically for a curriculum are offered.

Additional released time and/or extended time in the fall and spring and/or additional extended time in either summer term may be granted as the magnitude of Curriculum Coordinator responsibilities warrant. Such circumstances may include, but will not be limited to, any of the following: recruitment, interviewing, selection and testing of students; duties relating to planning for and/or management of facilities and/or specialized equipment; curriculum or course development; significant program expansion; external program requirements; preparation of an academic audit or self-study/application (or reapplication) for approval/accreditation; preparation for and coordination of a site visit; institutional research. Such additional released and/or extended time shall be recommended by Department Heads and Division Deans and approved by the Vice President for Academic Affairs. Normally, such requests will be submitted to the Dean by December 1 for the following academic year. In any event, a Curriculum Coordinator's released time for coordination of the curriculum will not exceed fifty percent (50%) of the normal teaching load in any given semester. Extended time may be substituted for released time when circumstances warrant and the Curriculum Coordinator consents. A Curriculum Coordinator whose request for additional released and/or extended time is denied may appeal such decision to the Vice President for Academic Affairs whose decision will be final.

(Agreement to add additional language on Program Supervisors; see side letter)