The History Program Coordinator is a position assigned on a two-year basis to a full-time tenured or tenure-track member of the Del Mar College History faculty in accordance with the Southern Association of Colleges and Schools Comprehensive Standard 3.4.13:

3.4.13. For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration.

Qualifications

The History Program Coordinator must

1. be a full-time tenured or tenure-track member of the Del Mar College History faculty. This qualification presumes that s/he will hold an advanced degree in History or a closely related field and thus will possess the disciplinary expertise to evaluate the soundness of college-level History curriculum.

2. have been a full-time faculty member for at least two years. This is to ensure that s/he will have sufficient familiarity with the History degree programs offered at Del Mar College to oversee their implementation and effectiveness.

3. have demonstrated competence as a student advisor by advising Del Mar students during registration periods for at least two years. This will ensure the Coordinator’s understanding of the relationship between History program requirements and the Del Mar core curriculum.

Method of Selection

The History Program Coordinator will be chosen by the full-time History faculty. This selection will occur at the first program meeting of every Spring semester, with the new term to begin the following Fall. This schedule will provide time for the incoming Coordinator to work with the current one to prepare and train for the position.

The position is voluntary and may be held by the same person repeatedly, but not in consecutive terms. If more than one person expresses a wish for the position, the incumbent will arrange a secret-ballot election. All full-time faculty should be given an opportunity to vote in such an election.

Responsibilities

The History Program Coordinator is responsible for completing or delegating the following tasks. Those indicated with a (*) may be delegated to others in the program, though the Coordinator maintains supervisory responsibility. The Program Coordinator will, to the extent possible, seek and encourage the fullest possible involvement of the full-time tenured and tenure-track History faculty in the completion of these responsibilities.
A. Course and program assessment
   * 1. Supervises the administration of assessment processes each semester. This includes making enough copies available to all faculty; reminding faculty when and how to administer the tests; collecting, recording, and distributing the results; and making revisions to the exams and the exam process based on faculty review every two years.

   * 2. Leads faculty in developing and assessing Student Learning Outcomes (SLOs) in all History courses, and revising as necessary

   * 3. Leads faculty in developing and assessing goals for History majors, and revising as necessary

   * 4. Evaluates annually the program’s progress toward the five-year goals established in the Program Review Report

   * 5. Documents all course and program goals and Student Learning Outcomes, the assessment of each, and any action plans deriving from each in WEAVEonline

B. Evaluation of degree programs
   1. Verifies transferability of courses and alignment of History degree plans with those of other disciplines

   2. Communicates as necessary with college curriculum committees to advise on the inclusion or removal of History courses in the core curriculum and/or on the development of new History courses

   3. Oversees revisions to degree programs, and pursues approval of revisions recommended by the faculty to the appropriate college committees

   4. Ensures that degree plan forms are current and that all History faculty are familiar with the details of the degree plans

C. Oversight of History faculty
   1. Assures proper orientation of new faculty

   2. Verifies adjunct credentials and qualifications to teach History courses among adjunct faculty (other tenure-track or tenured History faculty may also do this)

   3. Schedules and chairs program meetings

   4. Answers advising questions related to History majors and students taking History courses

   5. Ensures that all full-time faculty are qualified to advise students
D. Other administrative tasks
   1. Represents the History program in all Social Sciences Department matters

2. Serves as a liaison between History faculty and the Social Sciences Department Chair

3. Coordinates library acquisitions in History

* 4. Periodically reviews and updates the program’s web site

* 5. Encourages the participation of students in History courses in the Honors Program by reminding faculty of the program, helping them design suitable Honors projects, and maintaining a collection of completed contracts and projects.