

CURRICULUM CHAIR JOB DESCRIPTION

October

- Review evaluations
- Prepare a report on activities as Curriculum Chair for presentation at the Board and Faculty summary meeting
- Attend the NEMCI&A Board and Faculty summary meeting
- Bring a USB containing copies of templates and forms to Board and Faculty summary meeting
- Discuss overall evaluations and course evaluations with Board members. Propose or discuss faculty and course changes if necessary
- Seek approval of any new syllabus by IIMC
- Annually seek approval from IIMC for all Athenian Dialogue courses

November

- If a new Curriculum Chair has been named during the NEACTC Annual Meeting, be prepared to turn over files and any media devices with regards to the faculty and curriculum.
- Assist Development Chair in marketing efforts through NEMCI&A.org and NEACTC websites and mass mailing efforts through State Association directories.

January

- Finalize plans for Institute and Academy using the curriculum developed by IIMC requirements for certification.
- Find, interview and hire any new faculty members, if necessary.
- Maintain list of courses by the respective IIMC course titles taken by each Institute class and Athenian books.
- Notify Treasurer of estimated stipends and expenses for inclusion in the proposed operating budget.

February

- Issue contracts to faculty members. Request that faculty submit short biography for posting on the website.
- Finalize Academy course descriptions for website posting.

March

- Compile executed contracts and send original to Treasurer and keep copy.
- Notify faculty that pre-work, assignments, special equipment needs, and syllabus are due by April 30th.
- Give Logistics all AV equipment and other faculty needs.

May

- Compile pre-work and send to Secretary for posting to the website

June

- Prepare class schedules and faculty schedules.
- Notify evaluation chair of class schedules and faculty schedules

- Notify Logistics Chair regarding the number of classrooms needed each day. In turn, the Logistics Chair will notify the Curriculum Chair of all class locations.
- Decide on course cancellations based on registrations received by registration date deadline. Consult with Board Chair and, if cancellation is necessary, notify the faculty member and Treasurer by June. Be prepared to rework courses and schedules, if necessary. Contact students to notify them that course has been cancelled and ask for preferences for rescheduling. (Dates may change based on when Institute is held but final cancellations and notifications should be done no later than 30 days prior to the Institute.)
- Provide IIMC with the marketing tool used, date and time of the course, name of the instructor, the agenda and the learning assessment tool.

Week of NEMCI&A

Friday:

- Arrive and assemble packets

Saturday:

- Assist with setting up registration area and assist with registrations.

Throughout the Week:

- Act as faculty liaison.
- Meet with Treasurer to approve invoices for faculty stipends and expenses.
- Notify faculty and Board members of Friday's debriefing session.

End of Institute until August 15

- Compile post-program report according to IIMC procedures and submit to IIMC. Refer to prior year's reports for guidelines. Provide copies to Secretary.
- Provide attendance sign in sheet plus the registration applications to the Athenian Dialogue to IIMC. The Athenian Instructor provides IIMC notice that their learning assessment has been completed.

August/September

- Obtain following forms and give to Secretary for the official record:
 - Provide class list of students who completed the Institutes
 - Provide class list of Academy students who completed the Academy
 - Provide Class schedules-master
 - Provide listing of full titles of all course offerings for Institutes classes

Adopted by the NEMCI&A Board on: August 5, 2015