Faculty of Education

Committee Name – Teacher Education Course Coordinators

Terms of Reference

Preamble
The course coordinators committee is attended by individuals who coordinate multi-section courses in the undergraduate program. This committee meets at the request of the Associate Dean.

Mandate
Course coordinators work within departments to ensure continuity across multi-section courses. Frequently, these courses are taught by sessionals, seconded teachers or graduate students many of whom are new in any given year. The mandate of the course coordinators meeting is to share information among all course coordinators to ensure continuity across the program in the delivery of multi-section courses.

Objectives
- To allow the TEO opportunity to share information with course coordinators which in turn will be shared with individual instructors
• To allow course coordinators opportunity to share issues, problems and observations regarding delivery of multi-section courses

**Deliverables**

• Increase in cohesion across the program  
• Decrease in fragmentation and redundancy across the program  
• Increased understanding about how program pieces fit together.

**Composition**

• Number of members – Variable as some coordinators coordinate more than one course  
• Names of Members - Course coordinators for, ECPS, EDCP, EDST, and LLED.  
• Length of service - Variable

**Additional**

• Once per term  
• Distribution of meeting agenda and background materials occurs at the beginning of meetings