SON OP 30.745 – Definitions for Level Lead/Course Lead/Course Facilitator

PURPOSE
The purpose of this policy is to define the Level Lead, Course Lead, and Course Facilitator for the Texas Tech University Health Sciences Center School of Nursing Traditional Undergraduate Program.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE
The purpose of this policy is to define the Level Lead, Course Lead, and Course Facilitator.

Each role plays a vital component in the delivery of the Traditional Curriculum.

- Level lead- In charge of curriculum QI for the level. Organizes meetings, reports back to the director. (Will serve in this role for at least 2 years). These 4 individuals make up the curriculum leadership group (CLG) with the leadership team.

- Course Lead-In charge of uploading the course in Sakai, organizing the course for ALL campuses, organizes meetings, and communicates any wanted changes to the Level Lead for CLG approval. (Will serve for at least 1 year).

- Course facilitator-In charge of facilitating course on respective campuses. This means all day to day operations including attendance in class, proctoring exams, exam writing, implementing the course, answering emails for campus students, individual campus schedules, and entering final grades for the course.

If a faculty is course lead, they will be course facilitator for their campus as well.