

# Survey of Course Coordinators and Local Coordinators

## Distance Education Courses

### College of Pharmacy

The intent of this 10 question-survey is quality control and program improvement in the delivery of our distance education courses in the professional curriculum. We utilize a system of one course coordinator (typically at the originating site) and local coordinators at the other sites to manage these courses. We want to make sure that everyone on each course team has a clear understanding of their responsibilities related to their course(s).

1. Are you the  Course Coordinator or one of the  Local Coordinators for PHR \_\_\_\_\_.
2. The College website for Course Coordinators (with a focus on distance education courses) is at <http://www.utexas.edu/pharmacy/resources/guide/>. How familiar are you with this website?  
 Very Familiar       Somewhat Familiar       Not Familiar At All

Comments:

3. **Attending Class:** It should be clear to the local coordinators whether they are expected to attend/proctor lectures. How clear are your responsibilities (if you are a local coordinator) or how clear do you believe this is to your local coordinators (if you are the course coordinator)?  
 Very Clear       Somewhat Clear/Somewhat Unclear       Unclear

Comments:

4. **Handling Local Logistics:** It should be clear to the local coordinators what their responsibilities are in terms of local course logistics (managing/duplicating handouts; returning exams for grading; handing back exams; providing logistics for students to review non-returned exams; etc.). How clear are your responsibilities (if you are a local coordinator) or how clear do you believe this is to your local coordinators (if you are the course coordinator)?  
 Very Clear       Somewhat Clear/Somewhat Unclear       Unclear

Comments:

5. **Handling Course Content Issues:** It should be clear to the local coordinators what their responsibilities are in terms of handling content questions (i.e., If they are content experts, should they be answering questions and/or providing help sessions? Should all content questions be referred to the faculty member who lectured?). How clear are your responsibilities (if you are a local coordinator) or how clear do you believe this is to your local coordinators (if you are the course coordinator)?

Very Clear       Somewhat Clear/Somewhat Unclear       Unclear

Comments:

6. **Proctoring Exams:** It should be clear to the local coordinators whether they should be present to proctor exams, or (if not) what proctoring arrangements need to be made locally. How clear are your responsibilities (if you are a local coordinator) or how clear do you believe this is to your local coordinators (if you are the course coordinator)?

Very Clear       Somewhat Clear/Somewhat Unclear       Unclear

Comments:

7. **Technical AV/Audio Issues:** It should be clear to the local coordinators what should be done in the event of technical issues arising during the lecture (e.g., if the faculty member is attending, do they handle it? If the faculty member is not attending, is there a student clearly identified to handle the technical issues? Who is responsible for posting the incident on the incident report website?) How clear are your responsibilities (if you are a local coordinator) or how clear do you believe this is to your local coordinators (if you are the course coordinator)?

Very Clear       Somewhat Clear/Somewhat Unclear       Unclear

Comments:

8. **Teaching Evaluations:** Conducting teaching evaluations in team-taught courses across four campuses represents real challenges, and it should be clear to local coordinators what their responsibilities are in terms of handling these evaluations for the faculty involved in the course. How clear are your responsibilities (if you are a local coordinator) or how clear do you believe this is to your local coordinators (if you are the course coordinator)?

Very Clear       Somewhat Clear/Somewhat Unclear       Unclear

Comments:

9. **Course Website:** You may be using a course website (e.g., Blackboard®) to support your course, and local coordinators should have access to the website and an understanding of what their responsibilities are (if any) relative to the website. How clear are your responsibilities (if you are a local coordinator) or how clear do you believe this is to your local coordinators (if you are the course coordinator)?

Very Clear       Somewhat Clear/Somewhat Unclear       Unclear

Comments:

10. Do you have any other comments? Are there any additional areas we should be assessing on this survey?

