

## Pathway Coordinator Job Description

### From EM 10-001:

“Pathway Coordinators - Pathway coordinators receive release time for overseeing the coherence and breadth of pathways and participation on CAB; a coordinator may also serve concurrently as an elected college representative (two year staggered terms, renewable).”

### Responsibilities:

1. Advise Pathway students (approve substitution requests, etc.)
2. Conduct Pathway outreach (housing events, class visits, new student orientation, Chico preview Day, etc.)
3. Liaise with chairs and deans about new and ongoing Pathway courses (staffing and enrollment issues, Capstone/WI offerings, etc.)
4. Communicate with Pathway faculty (gather syllabi, update on CAB policies, etc.)
5. Work with associated Foundation faculty to develop deeper connections and greater visibility in curriculum
6. Participate in program-level assessment of GE SLOs
7. Serve on CAB (attend meetings, serve on a subcommittee)
8. Maintain intellectual leadership and cohesion of the Pathway, which may include
  - a) Leading faculty in establishing connections between courses and making them explicit to students
  - b) Maintaining currency in the Pathway theme and disseminating information to faculty—list-serve posts, articles, book notices, campus and community events, etc.
  - c) Facilitating the free exchange of ideas between Pathway faculty, in terms of both content and teaching strategies
  - d) Leading and/or participating in FLCs with faculty
  - e) Identifying opportunities for faculty growth (e.g. E-Academy, Diversity Certificate, Ally training, etc.)
  - f) Organizing informal Pathway faculty gatherings
  - g) Other
9. Report activities to CAB at the end of each semester.