

# Concentrations: FAQs for coordinators

## Frequently Asked Questions for General Education Concentration Coordinators

*N.B.: Concentration coordinators were formerly called “faculty contact persons.”*

### **1. What are the ongoing responsibilities of the concentration coordinator?**

- a) On an annual basis, at the time when the catalog copy is reviewed (end of January to mid-March), review the list of courses/units/co-curricular components as well as the requirements of the concentration, in consultation with other faculty involved, and make any changes desired.
- b) On an annual basis, at catalog review time (end of January to mid-March) certify the ongoing viability of the concentration for at least another four years. This is necessary to ensure that students who have declared the concentration or are planning to can actually complete it. Alternatively, if the faculty have determined to discontinue the concentration, this should be declared at this time, and the concentration will expire after three years' time.
- c) On an annual basis, at catalog review time, affirm their willingness to continue to serve for another year as concentration coordinator.
- d) Entertain questions from other faculty about the concentration.
- e) Entertain requests from faculty teaching or proposing to teach certain courses/units for the addition of their courses/units to the concentration, and, if approved, to add those courses/units to the concentration at catalog review time.
- f) Replace themselves as coordinator if unable or unwilling to continue serving in this role in the coming academic year(s).

### **2. Do I need CCC approval to make changes in existing concentrations—either the list of courses/units, or the configuration of the requirements?**

No. These changes can simply be made by the concentration coordinator at catalog review time. Care should be taken, however, to ensure that the concentration remains viable.