



Closing Date: **12/17/19**

## **Interdisciplinary Studies: Degree Program Coordinator Positions**

- **American Studies,**
- **Global Studies,**
- **Mexican-American/Chicano Studies**
- **Peace & Conflict Studies**

**Open to current ACC Adjunct or Full-Time Faculty**

**One position is available in each of the degree programs listed above.**

If an Adjunct is selected for this position, pay will be based on a 3 LEH in each of the Fall and Spring semesters with the expectation that the adjunct will work 6 hours per week in the Degree program Coordinator position. The minimum pay will be \$1500/LEH. If the current LEH rate of the selected Adjunct is higher than \$1500 per LEH, the higher LEH rate will be paid.

If a full-time faculty member is selected for this position, release time of 3 LEH in each of the Fall and Spring semesters will be given.

### **How to Apply:**

1. Email an Interest Letter to Jennifer Uptmore via email to [juptmore@austincc.edu](mailto:juptmore@austincc.edu) by the **Closing Date of Tuesday, December 17, 2019.**
2. Use the INDS degree program(s) of interest as your email subject line.
3. Also include the specific INDS degree program of interest at the top right-side of the Interest Letter

The Coordinator for each INDS degree program will work under the direction of the INDS Department Chair to achieve the goals listed below:

**Priority 1: Represent the INDS degree program across departments, advisors, various college programs, and the community for better recruitment, retention, and graduation rates of declared majors.**

- Communicate with AoS advisors in Student Affairs and Faculty Mentors and Department Chairs in Instruction on a regular basis to ensure primacy and accuracy of their information re. INDS degree program.
- Work with INDS Department Chair to host advisory committee meeting for INDS degree program semi-annually.

- Represent the INDS degree program at kick-off events, Student Life events, career and transfer events, and other engaging activities for outreach to potential students.
- Represent the INDS on boards and planning committees.
- Support development of transfer and ultimately 2 + 2 agreements with area universities.
- Create a profile of declared majors in INDS degree program to use for schedule development to ensure optimal student access to courses, and for student retention and graduation advising and assistance.

**Priority 2: Facilitate Program Review and Evaluation:**

- Annually assess, refine and update as needed the Student Learning Outcomes (SLO) for the INDS degree program (to include marketable skills).
- Work with faculty who teach key courses in the program to collect data for evaluation of this program and its key courses.
- Develop improvement plans for the degree program based on the results of annual assessments of course-level and program-level student learning outcomes.

**Priority 3: Create a community of educators, and support curriculum development:**

- Host one INDS degree program meeting of current and interested faculty in each long semester. Offer a shared reading experience, a guest speaker, etc.
- Support and encourage faculty to develop robust “Experiential Learning” curricula with Service Learning, Cooperative Education, Internships, and/or study abroad embedded in the degree program.
- Support and encourage faculty to examine their curricula with a lens toward equity and “critical literacy”.

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