

# Faculty of Education

Committee Name: Teacher Education Coordinators  
Terms of Reference – Updated July 2015

## **Preamble:**

The Teacher Education Coordinators Committee is attended by individuals who coordinate multi-section courses and elementary cohorts in the undergraduate program. This non-advisory committee meets at the request of the Associate Dean.

## **Mandate:**

Course coordinators work within departments to ensure continuity across multi-section courses. Frequently, these courses are taught by sessional, seconded teachers or graduate students, many of whom are new in any given year. Cohort coordinators liaise with the instructors who teach their cohort. The mandate of the coordinators meeting is to share information to ensure continuity and cohesion across the program in the delivery of multi-section courses.

## **Objectives:**

- To allow the TEO opportunity to share information with course and cohort coordinators that, in turn, will be shared with individual instructors,
- To allow course and cohort coordinators the opportunity to share issues, problems and observations regarding their students' experience of courses.

## **Deliverables:**

- Increase in cohesion across the program,

- Decrease in fragmentation and non-useful redundancy across the program,
- Increased understanding about how program components work together and students experience the program.

**Composition:**

- Number of coordinators - variable
- Length of service – variable.

**Additional**

- One meeting per term
- Distribution of meeting agenda and background materials at the beginning of meetings.