

Stark State College
College Credit Plus Coordinator Responsibilities

Mark when Complete ✓	Tasks
	The following items are listed in order for completion:
	Check both the Adjunct Instructor and Supporting Teacher Checklists to be aware of the application process and to make arrangements for orientation for instructors and supporting teachers
	Coordinate with Academic Outreach to verify enrollment and establish the necessary number of sections needed for each course
	Verify the CRN numbers for sections, noting whether sections will accept both College Credit Plus and Stark State students
	Staff sections as needed, including face-to-face and W3 sections, verifying that all instructors involved are aware that they are teaching College Credit Plus sections
	Load instructor names into Banner. (College Credit Plus and Stark State College instructors are listed. Supporting teachers are not listed in Banner.)
	Arrange and/or conduct all orientations (adjunct instructors, supporting teachers) prior to the beginning of the semester. Be sure all parties are aware of the applicable due dates.
	The following are reminders:
	<ul style="list-style-type: none"> • Arrange ongoing mentoring for adjunct instructors • Conduct required observations • Conduct at least one professional development session per academic year for both adjunct instructors and supporting teachers • Attend Academic Outreach meeting as requested • Remind W3 instructors to add supporting teacher names to their Blackboard courses. Instructions are available from eStarkState • Use high school email addresses for both adjunct instructors and supporting teachers; both for email and in W3 courses • Forward pertinent Stark State College email to adjunct instructors, using their high school email addresses (never attends, early alerts, final grades, etc.) • Track the 4-year cycle for textbooks as listed on our CCP SSC website located at https://www.starkstate.edu/wp-content/uploads/2016/02/Four-Year-Textbook-Cycle-Course-Listing-.pdf