

Roles and Responsibilities of CTW Ambassadors

- * attend University-level Workshops offered by CTW coordinators.
- * with input of department &/or chair, identify courses to be designated CTW and assure that CTW component of course is identified in all syllabi and in the CTW assignments.
- * if assigned by department chair, submit course materials for CTW approval through the General Education Sub-committee approval process.
- * with input & consultation with department chair, identify instructors teaching CTW courses.
- * with input from dept &/or chair, develop an assessment and reporting plan for CTW initiative.
- * with input from dept &/or chair, assure that a person responsible for assessment of CTW is identified.
- * with input from dept &/or chair, prepare faculty for CTW instruction and assessment.
- * assure that department plan specifies how the CTW component will be assessed and reported.
- * with input from chair, assure that the course is taught.
- * assure that the faculty assess the CTW courses and develop an action plan.
(May be assigned to someone else in your department.)
- * provide feedback to the University regarding the practice of CTW in dept/majors.
- * prepare annual CTW report (including the requested assessment information) and submit it to General Education Sub-committee.