ELAWR Coordinator Job: Summary Description DRAFT: MCF 12/1/04

Writing placement and assessment:
Get data from May systemwide exam. Compile and distribute various subsets of data to different people. Be in contact with Admissions and colleges to predict Fall numbers.
Schedule, carry out, supervise Writing Placement Exams and faculty readings in September, November, January, March, May (all for A and C).
Work with DRC on exam accommodations.
Carry out appeals process for C1 students in November.
Carry out portfolio assessment from Wr22B November, Wr20 March, Wr21 May.
Maintain files of Writing Placement Exams. norming and scoring materials, student samples, etc. Oversee what's public and what isn't (passages reserved for re-use, and confidential samples of student essays).
Be prepared to do workshops, prep. sessions, etc. in various situations.
Draft and distribute Writing Placement calendar for year.
Draft, distribute and oversee faculty tasks list for year.
Work with Laurel on tasks for their office.
Do Fall orientation of college core course (C1) instructors.
Predict enrollment needs, monitor and try to manage enrollment in Wr22A and B, 20 and 21; work with Writing Program Chair to plan sections, and with CWCs. Preceptors and Advisors in colleges to get students into them.

Student records and monitoring progress toward meeting the requirement:
Compile and maintain numbers, documents and records from all placement/assessment events.
Get AIS access: train to read student records and enrollment lists. also to place and remove enrollment holds on students.
Maintain list quarter by quarter of students held for Subject A, annotate when and how they satisfy. Keep notes on special circumstances and individual cases, for reference.
Contact students at the end of their 2nd quarter to remind and advise about satisfying the requirement.
Formally inform students (by letter to home address) going into their 4th quarter about requirement, hold on enrollment, and possible bar.
Be solely responsible for enrollment holds on all 4th quarter subject A students. Monitor their coursework in their 4th quarter. Lift holds if they satisfy. Enforce bar if they fail to satisfy. Work with college preceptor to carry out the process.

Maintain the integrity of the process and fair administration of the requirement: no shortcuts, waivers or special treatment, even when your fellow faculty member, a college office, a needy student, parent or other, pressures you.
**Working with other units on campus:**

Registrar:
- Draft calendar of reports needed from Registrar.
- Work with Registrar to get accurate and timely reports.
  - Take sole responsibility for informing Registrar of updates to student records (i.e., be the only person with authority to say or confirm that a student has or has not satisfied the requirement, and be able to document all statements).

Admissions:
- Be the contact person with Admissions for ELAWR issues, both individual student cases and policy issues; take responsibility for interpreting or clarifying application of Academic Senate Regulation 636.
- Be prepared and available to field questions from students, parents, preceptors and advisors in colleges, other faculty especially CWCs about procedures, policy, and individual cases.
- Be prepared to discuss history, policy, procedures, etc., when issues arise, with provosts and administration (e.g., DUE’s office, Planning and Budget) and Senate Faculty committees (e.g., CEP).
- Serve on CPE if possible.
- Work with EOP on many overlapping concerns (Subject A prep., ESL/bilingual support, Learning Center services).
- Work with STARS on overlapping concerns, especially ESL/bilingual support for transfers.

**Curriculum:**
- Teach Writing 20, 21, 22A/B (but not necessarily all three every year).
- Help with C1-C2 articulation.
- Consider ways to improve and expand instructional support for ESL/bilingual students, both within the Writing curriculum and branching out to other departments.
- Keep up with the literature, journals and professional organizations concerned with Basic Writing and ESL Writing; help our program keep up conceptually and practically in terms of curriculum, instruction, texts, ideas.

**Systemwide work:**
- Be contact person with UCOP (Office of the President’s Coordinator for Subject A).
- UCOPE (Committee on Preparatory Education, including UCSC’s representative).
- Pearson Education (administration of May statewide exam), and George Gadda at UCLA re systemwide concerns.
- Go to UCAWPE Big Read as a Table Leader or Room Leader.
- Work on Test Development Subcommittee (if invited).
- Serve on UCOPE ESL Subcommittee.
- Get to know and be in touch with Subject A (ELAWR) Coordinators and ESL Program Directors on other UC campuses. Know how their programs are structured, funded and administered. Know about their curriculum and new courses, etc. Share policy issues.