



CourseShare Department Contact Responsibilities

Successful CourseShare partnerships result when the host/teaching and home/receiving departments each identify a designated Department Contact responsible for CourseShare planning efforts.

When the department is participating in any CourseShare course, either as a host/teaching institution or as a home/receiving institution, Department Contacts will:

- Serve as the department's primary point of interaction with Big Ten Academic Alliance staff, Department Contacts at other participating institutions, local students, and local faculty
- Facilitate discussion with department chair and confirm department approval for participating in Big Ten Academic Alliance CourseShare
- Inform the Big Ten Academic Alliance office of the CourseShare partnership well in advance of the course
- Reserve videoconference rooms, lab space, or other resources as needed
- Answer student and faculty questions about the course
- Invite students to enroll in the course (i.e. listing the course in the appropriate catalog, listing on department web sites, emailing students in discipline, etc.)
- Resolve logistical and/or technical challenges that may emerge throughout the term of instruction

When the department is teaching a course (host institution), Department Contacts will also:

- Contact the Big Ten Academic Alliance office to initiate a course sharing process, providing details about the course and Home Institutions*
- Work with the host/teaching institution Registrar Contact to ensure home/receiving students have access to the course management system, e-reserves, the library, and other appropriate resources
- Initiate a technology test with the home/receiving department at least one week before the first class session (if appropriate)

When the department is receiving a course (home institution), Department Contacts will also:

- Work with Registrar Contact and/or Dean's office to assign a course number for local students to enroll
- Report any adds, drops, or other changes to the home/receiving institution Registrar Contact who provides the updated information to the host/teaching institution Registrar Contact

** Big Ten Academic Alliance staff guides host/teaching and home/receiving institutions through the course sharing process. Staff provides next steps, encourages communication among participating departments, offers course sharing information resources and best practices, and responds to questions or concerns during lifespan of shared course.*
