Name: Sarah Krajewski  
Faculty Assignment: Faculty Liaison for Course Development and Revision

Note: Please take a moment to review the letter you received from the Office of the Provost. That letter describes your faculty assignment in detail. As you complete this document, please refer to the specific tasks that you were asked to complete.

Section 1: Report of Accomplishments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Accomplishments</th>
<th>List and briefly describe the most significant impact of your accomplishments.</th>
<th>List and briefly describe any barriers you encountered.</th>
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| **This area should be completed by the Dean's office. Include specific tasks listed in the letter of offer.**
*Helping faculty colleagues develop new courses that meet the college’s standards for instructional/curriculum design.*
*Helping faculty colleagues revise courses that need the college’s standards for*

| Our team coordinated with each other and designed a system which delegates each of us to work with different departments in order to expedite help and increase our knowledge within the different disciplines.
I worked with faculty members to help them revise their classes.
Most of the time was spent meeting, discussing and working together as a team to try to develop a curriculum system that is easy for the |
| This semester has been full of very important accomplishments: As a faculty member I was able to offer insight questions and concerns faculty may have when using the new system to revise current classes, write new courses and align courses within their program. |
| Barriers: The former curricular system (CARP) was down and the new system (Curriculog) was not up and running yet. Meeting and learning how to navigate and use the new system has been a large amount of the workload. |
instructional/curriculum design.

Coordinate work with the other faculty liaison for course development and revision.

Provide support to departments as they plan and execute course revisions.

Participate as a member of the ISIS team by participating in meetings, providing information

Providing monthly reports to ISIS.

faculty to use and provides the college with all the data it needs. My role as a faculty member provided feedback regarding questions and concerns other faculty may have when redesigning or writing a course.

Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.

Please list and describe no more than three activities or accomplishments that went particularly well.

Alignment: The goals aligned with the initial goals we set out to accomplish.

Reflection Lesson: The time I have spent learning about Curriculog, working with faculty to revise their courses, and meeting with the curriculum team has better prepared me to assist and provide support to the GRCC faculty and departments in developing new courses and revising their current courses.

Leadership: I have developed increased confidence in using Curriculog. I feel that I will be able to assist and provide support to many other staff and faculty members this coming semester with what I have learned.

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Sarah Krajewski
Winter, 2014
| Please list and describe how your particular efforts could have been better supported. | Looking to the Future: The next step is to train the faculty in the new curriculum system, Curriculog, so that faculty are able to revise their courses and write new courses. I have signed up to facilitate multiple classes to train faculty in the new Curriculog system. The future will be comprised of much more one on one and department training. |
| Please use this space to document any other concerns, suggestions, or comments. | Lessons for Administration and Senior Faculty: Katie Daniels has spent many hours working and planning to make this transaction to Curriculog as smooth as possible. I have been very impressed with the organization and planning that has taken place to make this curriculum transition. I believe this new system and training will provide for a seamless transition. |

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Dean’s / Supervisors’ Comments: