

3D JOB DESCRIPTIONS

3D Co-Chairs

The co-chairs, initially appointed by an Advisory Group, are: a 3D faculty fellow, a staff representative from Student Affairs, and a coordinator. The co-chairs are the leadership core for the Visionary Force, the planning team for the focus for the academic year. Other 3D Visionary Force members are faculty, staff, administrators, students, or community members who are interested in and passionate about helping advance the work of the 3D initiative for the academic year. Subsequent co-chairs will be chosen from members of the Visionary Force. Ideal candidates for the co-chair roles are members of the faculty and staff who are excited, engaged, passionate about, and willing to commit to carrying forward the focus for the academic year.

Working together, the co-chairs divide responsibilities between their specific cohorts, either the faculty, staff, students or community, and make their intersection of concern College of DuPage students.

The 3D fellow's approach is to focus on the needs and concerns of the faculty cohort in combination with the teaching/learning/growth needs of the student cohort.

The 3D staff person's approach is to focus on the community cohort, organizing and coordinating student involvement at an extra-curricular, specifically civic engagement level.

The 3D coordinator keeps together all information related to the work of the 3D Visionary Force.

The spring semester of the year prior to the 3D academic year, the co-chairs brainstorm and begin to envision the events for the next year. By July 1, the co-chairs have decided on the events for the year; have divided responsibilities; and have shifted from brainstorming and considering possibilities to organizing and executing a clear set of tasks/events.

Because many responsibilities will shift from year to year, an exhaustive and conclusive list of responsibilities and divided tasks is difficult to create. Rather, as a matter of record, each year the co-chairs will share with the 3D Visionary Force their list of responsibilities and provide that list to the incoming co-chairs so they may have a model for organization.

The following list represents a set of tasks and responsibilities that need to be executed each year.

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<u>3D Faculty Fellow Co-chair</u>	<u>3D Co-Chair</u>	<u>3D Coordinator</u>	<u>3D Visionary Force</u>
Co-create agendas for and Co-facilitate Visionary Force meetings	Co-create agendas for and Co-facilitate Visionary Force meetings	Record and distribute Visionary Force meeting notes	Share ideas and information related to the 3D focus for the year
Be a physical presence and spokesperson for 3D in general and the focus for the year in particular	Be a physical presence and spokesperson for 3D in general and the focus for the year in particular	Be a physical presence and spokesperson for 3D in general and the focus for the year in particular	Be a physical presence and spokesperson for 3D in general and the focus for the year in particular
Meet with Deans and Associate Deans promote 3D around the school	Meet with Administrators at all levels to promote 3D around the school	Follow up with individuals to ensure timely completion of tasks	
Seek/provide presence at the All-College Faculty Retreat	Seek/provide presence at Administrative Retreat and/or All-College Faculty Retreat	Seek participation from diverse populations in 3d events	Integrate into at least one course, club meeting, or staff meeting a unit or presentation that relates to the 3D focus for the year
Seek/provide presence at the New Faculty Orientation and other relevant faculty development forums	Seek/provide presence at the New Staff Orientation and other relevant staff development forums	Arrange for production of promotional materials	Promote to as many as possible in their network of relationships the 3D focus to get others excited and involved
Attend 3D events; encourage Visionary Force members to attend 3D events	Attend 3D events; encourage Visionary Force members to attend 3D events	Maintain schedule of events	Attend 3D events
Work with the Teaching and Learning Center (TLC) to create a vision for Faculty Development around the 3D Focus and to create 3D workshops for faculty, and to discuss pedagogical concerns for 3D	Engage and communicate with the Student Leadership Council, student organizations, Student Clubs to gain interest in 3D and organize and implement structures for student voice and involvement in all levels of conversation and implementation of 3D.	Update 3D website and monitor blogs	Help create and build excitement among others in the COD community to participate in the 3D focus for the year

Collaborate with 3D Visionary Force to create a variety of traveling events to cross-pollinate with Columbia College: a faculty reading, traveling art piece, for example	Collaborate with 3D Visionary Force to create a variety of traveling events to cross-pollinate with Columbia College: a faculty reading, traveling art piece, for example	Maintain historical records of 3D communications and documentation	Connect with and use existing network of relationships to engender involvement in the 3D focus for the year
Encouraging faculty to participate in 3D Events throughout the year	Encouraging faculty to participate in 3D Events throughout the year	Assist with communications to and recruitment of diverse community organizations	Encourage other faculty members to mine their courses for existing assignments that can be used or tweaked for the 3D focus
Work with the TLC to create a presentation of the teaching materials generated by 3D	Work with the TLC to create a presentation of the teaching materials generated by 3D	Conduct surveys and event evaluations to document 3D successes	Offer ideas for the 3D Website and Newsletter
	Facilitate and maintain communication and partnership with Community Partners (CP) to ensure quality involvement at all levels	Provide support for grant submissions to Resource and Development	Help select 3D Mini-Grant recipients
Select and work with student website designers for the creation of a 3D Web Presence	Select and work with student website designers for the creation of a 3D Web Presence		Help select 3D events, performances, activities
Create a vision and frame for a regularly updated 3D presence on the College Website, including a Weblog for the College Community's ideas	Create a vision and frame for a regularly updated 3D presence on the College Website, including a Weblog for the College Community's ideas	Create a vision and frame for a regularly updated 3D presence on the College Website, including a Weblog for the College Community's ideas	Promote by word-of-mouth 3D events
Work with the Library to research materials and resources for the focus of the academic year	Work with the Library to research materials and resources for the focus of the academic year	Work with the Library to research materials and resources for the focus of the academic year	Engender excitement among the COD community about upcoming 3D events

Communicate to the COD community information about and selection by the Visionary Force and 3D Mini-Grant recipients	Communicate to the COD community information about and selection by the Visionary Force and 3D Mini-Grant recipients	Communicate to the COD community information about and selection by the Visionary Force and 3D Mini-Grant recipients	
Collaborate with the Visionary Force to organize events and participation in such events as faculty readings, artistic performances, displays, student activities, community partnerships	Collaborate with the Visionary Force to organize events and participation in such events as faculty readings, artistic performances, displays, student activities, community partnerships	Collaborate with the Visionary Force to organize events and participation in such events as faculty readings, artistic performances, displays, student activities, community partnerships	
Organize the 3D launch of events in the fall	Organize the 3D launch of events in the fall	Organize the 3D launch of events in the fall	
Communicate to the COD community the dates and locations of 3D Events	Communicate to the COD community the dates and locations of 3D Events	Communicate to the COD community the dates and locations of 3D Events	
Collaborate with and coordinate 3D events with Columbia College's Critical Encounters initiative	Collaborate with and coordinate 3D events with Columbia College's Critical Encounters initiative	Collaborate with and coordinate 3D events with Columbia College's Critical Encounters initiative	