

**Basic Course Director Registry**  
**Funded by NCA Advancing the Discipline Grant (2013)**  
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The primary goal of the project was to obtain a more detailed understanding of the role of Basic Course Directors and the Basic Course itself across all levels of institutions of higher education. Specifically, as detailed in the project proposal, the project would examine 5 key questions:

- 1) What are the roles and responsibilities of a Basic Course Director?
- 2) What classes are housed under the responsibilities of the Basic Course Director?
- 3) What training/supervision/and resources are provided for Instructors of the basic course(s) and are those provided by the Basic Course Director?
- 4) What is the job title/rank of the Basic Course Director? And
- 5) What training/resources/support would be helpful for Basic Course Directors to fulfill their roles?

Answers to each of these questions are presented below along with the survey questions that addressed each issue. A complete list of the survey questions is included at the end of this document.

The survey was sent electronically, with a cover email to a total of 383 names on November 11, 2013 and then resent, as a reminder, on December 5, 2013. The survey was closed at the end of 2013. Approximately 10 to 15 email addresses bounced back leaving a total of approximately 370 names.

The mailing list was comprised of the Basic Course Director list-serve and email addresses of those who selected affiliation with the Basic Course Division of NCA in 2012. Undoubtedly, there was some duplication of names between the two lists so a pure response rate is impossible to calculate. Of the surveys sent, 157 were started and a total of 109 were completed (a conservative response rate of 29 percent).

## **What are the roles and responsibilities of a Basic Course Director? (Q1/Q12/Q20/Q21)**

**As the person completing this questionnaire, what is your role?**

- |              |  |
|--------------|--|
| 42% (N = 58) | Official Basic Course Director/Coordinator |
| 32% (N = 44) | Instructor of the Basic Course             |

**Who makes decisions regarding Basic Course management? (select all that apply)**

- |              |                       |
|--------------|-----------------------|
| 64% (N = 74) | Basic Course Director |
| 47% (N = 54) | Department Chair      |
| 38% (N = 44) | Basic Course Faculty  |

**What are the responsibilities of the Basic Course Director? (select all that apply)**

- |              |  |
|--------------|--|
| 81% (N = 87) | Teach other classes                              |
| 79% (N = 84) | Select textbook materials                        |
| 77% (N = 82) | Teach Basic Course                               |
| 70% (N = 75) | Assess Basic Course                              |
| 68% (N = 73) | Design course/syllabi                            |
| 65% (N = 70) | Serve as the contact person for student concerns |
| 63% (N = 67) | Design curriculum                                |
| 61% (N = 65) | Create evaluations/rubrics                       |
| 60% (N = 64) | Provide professional development for instructors |
| 57% (N = 61) | Evaluate instructors                             |
| 51% (N = 55) | Schedule courses                                 |
| 50% (N = 54) | Hire instructors                                 |

**In addition to the items reported in Q20, what else are you expected to do and/or do?**

82% (N = 84)	Serve on campus committees
73% (N = 75)	Belong to national professional associations
54% (N = 56)	Conduct scholarly research
53% (N = 55)	Present at national conferences

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## **What classes are housed under the responsibilities of the Basic Course Director? (Q2/Q3/Q7)**

### **What type of Basic Course do you have?**

76% (N = 105)	Public Speaking (N = 105)
20% (N = 27)	Other 10: hybrid course—number of types of communication 6: Interpersonal communication

**How are your courses delivered? This is how a combination of basic public speaking, business communication, human communication, introductory communication, and other basic courses are taught. If a school has more than one basic course, they would answer how each of those course types is taught.**

61% (N = 177)	In the classroom
18% (N = 55)	Online
20% (N = 61)	Hybrid (part in class and part online)

### **Is your Basic Course a General Education course?**

83% (N = 113)	Yes
17% (N = 23)	No

**What training/supervision/and resources are provided for Instructors of the basic course(s) and are those provided by the Basic Course Director? (Q22/Q23)**

**What type of administrative/support help is available to the BCD?**

52% (N = 55)	Department Secretary
30% (N = 32)	Graduate Teaching Assistants
23% (N = 24)	NO help

**What training and/or resources are available for your BCD to perform the job?**

75% (N = 76)	Inclusion in decisions
67% (N = 68)	An office
55% (N = 56)	Clear understanding of roles/responsibilities
52% (N = 53)	Opportunities for professional development/networking
50% (N = 51)	Administrative support

## **What is the job title/rank of the Basic Course Director? (Q14/Q15/Q16/Q19)**

### **What is the rank of the Basic Course Director?**

34% (N = 38)	Tenured
23% (N = 26)	Other; No Basic Course Director reported 9 times
19% (N = 22)	Tenured track
16% (N = 18)	Not tenure track (9 months)
6% (N = 7)	Not tenure track (12 months)
2% (N = 2)	Graduate student

### **What courses does the Basic Course Director teach?**

78% (N = 87)	Basic course
77% (N = 85)	Other undergraduate department courses
34% (N = 38)	Graduate level department courses
12% (N = 13)	Other; N/A reported 5 times, No BCD reported 4 times
11% (N = 12)	Other undergraduate courses
3% (N = 3)	Other graduate level courses

### **Does the Basic Course Director receive a course release?**

58% (N = 63)	Yes
42% (N = 46)	No

### **To whom does the BCD directly report and/or coordinate?**

69% (N = 74)	Department Chair
24% (N = 26)	Other; Dean Associate Dean reported 5 times and Director/Chair reported 5 times
6% (N = 6)	Departmental Faculty Committee
2% (N = 2)	General Education Chair

## **What training/resources/support would be helpful for Basic Course Directors to fulfill their roles? (Q24)**

**What training and/or resources would be helpful/desirable for your BCD to perform the job\*? (select all that apply)**

- 73% (N = 56 of 77) Inclusion in decisions/policies that affect the Basic Course
- 68% (N = 54 of 79) Appreciation for importance of Basic Course Director role
- 63% (N = 51 of 81) Equitable compensation for duties
- 63% (N = 50 of 79) Clear understanding of the roles and responsibilities

The three resources reported as least helpful (most commonly ranked as “not helpful at all, somewhat helpful or helpful”): orientation or formal training, informal training, and budget.

\* Number of people who selected very helpful on a scale of not at all helpful, somewhat helpful, helpful, and very helpful

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## **Appendix A – Survey Questions**

1. As the person completing this questionnaire, what is your role?
2. What type of Basic Course do you have?
3. How are your courses delivered?
4. How many total sections of the Basic Course do you offer per term?
5. Approximately how many students are enrolled in the Basic Course per term?  
\*If you selected your institution has more than 1 Basic Course, you must select one to answer the following questions
6. Is your Basic Course a General Education course?  
\*If yes, for what college/unit is your General Education course?  
\*If no, do you want it to become a General Education course?
7. What is consistent/standard in your Basic Course?
8. What is NOT consistent/standard in your Basic Course that you would like to be?
9. Who makes decision regarding management of the Basic Course?
10. How is assessment of the Basic Course performed?
11. What is the rank of the Basic Course Director position?
12. What courses does your Basic Course Director teach?
13. Does your Basic Course Director receive a course release?  
\*If yes, what does that equate to?  
\*How many courses does your Basic Course Director teach a semester?
14. To whom does your Basic Course Director report to and/or coordinate?
15. What are the responsibilities of your Basic Course Director?
16. In addition to the Basic Course Director responsibilities listed in the previous question, what else is your Basic Course Director expected to do and/or does?
17. Please indicate what type(s) of administrative/support help is available to the Basic Course Director?
18. What training and/or resources are currently available to your Basic Course Director to perform the job?
19. What training and/or resources would be helpful/desirable for your Basic Course Director to perform the job?
20. Which best describes the size of your educational institution?
21. Which best describes the duration of the undergraduate program at your educational institution?
22. Which best describes your type of educational institution?
23. Which best describes the focus of your educational institution?
24. Is there anything else you would like to share about the Basic Course position at your educational institution?