

## **Department of Teaching and Learning Responsibilities of the Graduate Program Coordinators**

Listed below are the responsibilities of the Graduate Program Coordinators in the Department of Teaching and Learning. [Note: Personnel issues are the responsibility of the Department Chair & do not fall within the purview of the Program Coordinators.]

### **Program Integrity**

The Program Coordinators will maintain the overall academic integrity of the programs by working with program colleagues & the Graduate Program Director to:

- coordinate and collect assessment data & artifacts
- prepare curriculum revisions as needed
- submit Annual Program Reports
- document all program decisions, policies and procedures and monitor the completion of program goals and activities, including routine program tasks and requirements, including graduate exit exams.
- Understand, review, and prepare data sheets for program faculty prior to arranging a program meeting to help facilitate and generate faculty's ideas for program changes based on the data and to make recommendations for program change
- collect key assessment rubrics from each faculty member who has a key assessment

### **Retention, Progression, Graduation (RPG)**

The Program Coordinators will facilitate the success of candidates in graduate programs by working with program colleagues & Graduate Program Director to facilitate and monitor advisement issues with program candidates.

### **Communications and General Coordination**

The Program Coordinators will promote strong communications & effective coordination of programs by working with program colleagues & Graduate Program Director to:

- organize, facilitate, and monitor Program Committees, including but not limited to Program Action Teams
- coordinate & facilitate program meetings to ensure shared decision making in a collaborative climate
- prepare and distribute program materials

### **Coordination with Department Chair**

The Program Coordinators will coordinate individual graduate programs in collaboration with the Department Chair & Graduate Program Director to:

- provide support and assistance to Department Chair concerning Program, Department, or College needs, issues, or reports as requested
- provide course schedules and rotations information

- maintain consistent communication with Department Chair regarding program activities
- coordinate and facilitate new faculty mentoring activities