

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

Listed below are the responsibilities of the Undergraduate 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 to:

- coordinate the collection of assessment data & artifacts
- prepare curriculum revisions as needed
- submit Annual Program Reports
- document all program decisions, policies and procedures
- monitor the completion of program goals and activities, including routine program tasks and requirements
- review and prepare data analysis for program faculty prior to arranging a program meeting to make recommendations for program change.

### **Recruitment and Admissions**

The Program Coordinators will facilitate recruitment & admission of a diverse group of talented candidates by working with program colleagues to respond to program inquires and/or direct them to appropriate information sources.

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

The Program Coordinators will facilitate the success of candidates in undergraduate programs by working with program colleagues to:

- coordinate field placements
- intervene with candidates experiencing challenges in field placements, including documentation, and conferencing
- 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 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 distribution of Program materials
- coordinate and facilitate new faculty mentoring activities

### **Coordination with Department Chair**

The Program Coordinators will coordinate individual undergraduate programs in collaboration with the Department Chair 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 and outcomes

