**PROGRAM COORDINATION**

**Draft #2 (9/18/18)**

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| **GENERAL ROLE****OF A** **PC** | A program coordinator is expected to know and demonstrate best teaching practices in the discipline; know current and anticipated trends; know discipline-specific standards (national, state, and SPA/professional); advise current and prospective students; contribute to the professional development of others; maintain an exemplary record of attendance at meetings and functions related to the role of program coordinator (APC, UG/MAT, UPCC, GPCC); complete assignments and communicate/respond in a timely manner; demonstrate a positive and professional attitude and strong work ethic; complete all assessment reports and design and oversee the program assessment tools with the team; and market program and recruit graduate candidates, when possible. |
| **ACTIVITY** | **DESCRIPTION OF ACTIVITY** |
| **Communication and Program Delivery**  | Report and provide timely updates to faculty and chair regarding program at departmental meetings. |
| Communicate regularly with chair, other administrators, FT and PT faculty about curriculum, changes, issues, policy questions/decisions, D2L, etc. |
| Maintain student tracking throughout program. |
| Notify certification officer when students complete the program and need certification, as applicable. |
| Ensure communication with BCOE graduate admissions office and with program/department faculty in EPP wide. |
| Initiate program revisions and new program development. Compile and complete all necessary EPCC, UG/MAT, and GPCC forms and present/guide them through the approval processes.  |
| Align program with national, state, SPA/institutional standards. |
| Disseminate information on program to wider audiences, such as at international, national, regional, state, and local conferences. |
| Establish and maintain cohort structures to facilitate the program delivery. |
| **Report Writing** **&****Data Collection** | Maintain current knowledge about SPA standards/PSC rules, etc and specialty reports. |
| Coordinate and distribute responsibilities for tasks related to specific requirements of report writing. |
| Write all reports required of the program such as: CAEP, PSC, SACS, AOL & SPA reports. |
| Maintain the program’s student database. |
| Ensure submission of individual student and program data to the unit level as well as completion of data reflections and reports as indicated by OAA. |
| Aggregate and synthesize data and create and synthesize charts/tables/graphs that effectively represent data in preparation for reports and/or visits.  |
| Lead data reflections with faculty each semester using program data. |
| Ensure all program changes resulting from data reflections are implemented. (close the assessment loop) |
| Prepare documents for accreditation visits. |
| Prepare data, faculty, and guests for on sight accreditation visits. |
| Each semester, work with OAA to ensure faculty (FT and PT) assignments are accurate so they can enter their assessment data in C&W. |
| Send faculty and/or part-time faculty reminders of assessments required in their course(s) for the current semester. Attach an electronic copy of the assessment to ensure they are familiar with the assessment. |
| Send faculty and/or part-time instructors reminders at the end of the semester that assessments are due in C&W. Send directions as to how to complete assessments in C&W. |
|  | Audit the assessment data from OAA inside of C&W at the end of each semester to ensure that ALL assessments are completed before the deadline. Notify chair if assessments are not completed by the deadline. |
| **Program Effectiveness, Review & Revision** | Conduct or assist with regular assessments of program.  |
| Contribute to unit database (student work samples, copies of all program assessments, etc.) and update handbooks, |
| Utilize feedback as basis for programmatic changes, program re-structure and revision. (e.g. review of all assessments and performance assessments within courses and building Chalk &Wire processes/rubrics/frameworks). |
| Ensure the diversity/technology standards and field experience requirements are met within the program. |
| **Placements, Supervision & Advisement** | Coordinate with CEPP on placements for field experiences/practicums (if applicable) and manage basic placement concerns  |
| Ensure pre-req’s and co-req’s are met and correct in Curriculog |
| Create, update, and disseminate the program of study to students and ensure students are registered in the correct course and section |
| **Recruitment, Admissions, & Partnerships** | Chair admission committee and facilitate the candidate review process. |
| Manage candidate admission data and monitor application processes. |
| Collaborate to market the program and recruit candidates. |
| Respond to emails and meet with prospective candidates. |
| Facilitate or attend F2F or online orientations, with the creation of modules, and/or open houses. |
| Monitor Radius (admissions software) for interest and admission  |
| Create/update marketing materials/documents to inform potential/current students of program. |
| Ensure website information is current and alert chair of any updates needed |
| Update program forms/graduate catalog and recruitment materials as needed. |
| Meet/collaborate with school partners and advisory board members. |
| **Development of New Programs** | Write proposals and present/move them through the approval process at EPCC, UG/MAT, UPCC, and GPCC for all program changes/revisions. |
| Conduct needs analysis for new courses and write, submit and move proposal through approval processes. |