

# PROGRAM COORDINATOR

## Base-line Duties

### Program Coordinator Role Summary:

The Program Coordinator plays an important academic leadership role that is critical to program sustainability and student success. As the program champion, the Coordinator facilitates key academic and operational processes, working collaboratively with the Dean, Academic Lead, faculty and support areas.

COORDINATOR RESPONSIBILITY	DUTIES
<b>SUPPORTING STUDENT SUCCESS:</b>	
<ul style="list-style-type: none"> <li>• Assist students in the development of an educational plan appropriate to their career aspirations &amp; abilities</li> <li>• Provide students with opportunities to evaluate &amp; re-evaluate progress toward their goals</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice &amp; council to students in assessing individual academic support from point of entry to point of exit</li> <li>• 1<sup>st</sup> semester advising link</li> </ul>
<b>ACADEMIC RESPONSIBILITIES:</b>	<b>These responsibilities are in concert with the Deans &amp; ALs</b>
<ul style="list-style-type: none"> <li>• Process program course exemptions</li> <li>• Evaluate and advise on direct entry applicants</li> </ul>	<ul style="list-style-type: none"> <li>• Program-specific approved by program coordinators; Gen Eds, IDS and Service School subjects approved by Subject coordinator</li> </ul>
<ul style="list-style-type: none"> <li>• Course outlines</li> </ul>	<ul style="list-style-type: none"> <li>• Approve course outlines</li> </ul>
<ul style="list-style-type: none"> <li>• Student Verification</li> </ul>	<ul style="list-style-type: none"> <li>• Confirms student enrolment during start-up with the Registrars Office class roster in consultation with course faculty</li> <li>• End-of-semester predictions</li> </ul>
<ul style="list-style-type: none"> <li>• Curriculum Verification</li> </ul>	<ul style="list-style-type: none"> <li>• Confirms program curriculum for both the academic year &amp; post secondary calendar ensuring faculty (program &amp; service) are involved</li> </ul>
<ul style="list-style-type: none"> <li>• Timetable Verification</li> </ul>	<ul style="list-style-type: none"> <li>• Review draft timetables, 3 times/year for errors/omissions</li> <li>• Reviews with program faculty &amp; tech support</li> </ul>
<ul style="list-style-type: none"> <li>• Academic Progression</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with students identified for academic progression &amp; complete progression documentation</li> <li>• Develop contracts for students on probation</li> <li>• Monitor students on academic probation</li> <li>• Recommend to Dean for student to step out if not meeting contract</li> </ul>
<ul style="list-style-type: none"> <li>• Academic Appeals</li> </ul>	<ul style="list-style-type: none"> <li>• If no resolution between a student &amp; faculty member (step 1 of appeal process) student can raise issue with Coordinator</li> <li>• Coordinator can resolve or provides appropriate documentation to Dean</li> </ul>
<ul style="list-style-type: none"> <li>• Academic Awards</li> </ul>	<ul style="list-style-type: none"> <li>• Develop new awards &amp; criteria; consult with faculty to select recipients; submit marks for awards process</li> <li>• Attend Awards ceremony</li> </ul>
<ul style="list-style-type: none"> <li>• Convocation</li> </ul>	<ul style="list-style-type: none"> <li>• Process graduation eligibility exceptions in conjunction with Registrars Office</li> <li>• Attend Convocation (or designate)</li> </ul>

<b>SUPPORTING FACULTY SUCCESS:</b>	
<ul style="list-style-type: none"> <li>• Provide guidance and assistance to faculty with: <ul style="list-style-type: none"> <li>○ Peer support for colleagues</li> <li>○ course outline approval or creation</li> <li>○ marking / evaluation</li> <li>○ faculty &amp; student complaints &amp; concerns</li> <li>○ textbook ordering</li> <li>○ academic policies, such as plagiarism</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Embeds &amp; reinforces “Guidelines for Professional Practice” in the culture of Fleming</li> <li>• First point of contact for feedback for students &amp; faculty</li> <li>• Problem solving with faculty &amp; student issues</li> <li>• Course/Program Orientation for new hires (infrastructure orientation for office, email, phone via SOL)</li> <li>• Identifies resources to faculty and students to support their needs</li> <li>• Escalates to Dean performance issues &amp; concerns</li> </ul>
<b>DEAN and ACADEMIC LEAD COLLABORATION:</b>	
<ul style="list-style-type: none"> <li>• Assist the Dean/AL in the development of faculty workload assignments</li> </ul>	<ul style="list-style-type: none"> <li>• As the program content expertise, provides input on workload assignments</li> <li>• Coordinates faculty team if required</li> </ul>
<ul style="list-style-type: none"> <li>• Assist the Dean in School-related activities such as strategic planning, budget &amp; enrollment,</li> <li>• Retention &amp; student success</li> </ul>	<ul style="list-style-type: none"> <li>• Provides input to Dean regarding academic strategies</li> <li>• Identifies trends from their field of expertise</li> <li>• Identifies enrolment growth opportunities to academic delivery</li> <li>• Contributes to solutions to resolve enrolment challenges</li> </ul>
<b>PROGRAM RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Leads curriculum renewal</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in yearly Curriculum renewal</li> </ul>
<ul style="list-style-type: none"> <li>• Develops &amp; maintains a network of program-related contacts</li> </ul>	<ul style="list-style-type: none"> <li>• Provides updates to Dean</li> <li>• Including attendance at local, regional or provincial meetings (e.g, Heads of....)</li> <li>• Act as a program advocate @ Fleming &amp; external communities</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinate &amp; lead Program meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Sets meeting times &amp; develops agenda</li> <li>• Lead program meetings (can include tech support &amp; service faculty)</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinate &amp; participate in Program advisory committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Works in conjunction with SOL (who provides administrative support)</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinate &amp; participate in meetings with students</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate program meetings with student representation for open dialogue on student needs &amp; program requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Program Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Initiates purchases for program</li> <li>• Provides input to Dean on capital needs</li> </ul>