ACADEMIC PROGRAM COORDINATORS

Effective Date: July 10, 2019
Authority: Dean

PURPOSE
The academic programs within CCIE require significant operational administrative leadership to support the functionality of the degree programs and ensure students’ needs are met. The purpose of the Academic Program Coordinators Policy is to provide academic unit leaders with clear and consistent operational responsibilities for academic program coordinators in addition to guidelines for their reassignment of duties to complete appropriate operational tasks. CCIE academic program coordinators are not provided a stipend for their operational assignment of duties.

POLICY STATEMENT AND PROCEDURES
Academic program coordinators are in-unit faculty members responsible for the operational functioning of the degree program. Academic program coordinators are full-time (non-tenured, tenure earning, or tenured) faculty members that accept operational responsibility for the undergraduate, certificate, master’s, doctoral level programs within the degree program. Academic program coordinators’ In-Unit Faculty Assignment of Duties Form (AA-46) should reflect faculty members’ assignment for operational responsibility within the academic unit. The academic program coordinators’ operational duties within the program should be assigned under “Other Assigned Duties” based on their programmatic responsibilities (e.g., .20 to .25, equating to a one course reassignment of time per the fall and/or spring semesters). The academic program coordinators’ duties may require effort during the summer semester; therefore, summer contract may be supplemented to ensure programmatic operational responsibilities are completed based on program requirements and the academic unit’s budget.

General Responsibilities for Academic Program Coordinators
The responsibilities of academic program coordinators vary based on programmatic requirements such as (a) the number of students, (b) the nature of the program, (c) the number of faculty members and adjunct instructors, (d) accreditation requirements, and (e) other program approval processes. The following may be responsibilities for academic program coordinators:

- Facilitate effective and consistent communication among all academic program faculty members
- Lead academic program scheduled meetings and maintain meeting minute notes
- Provide input to the academic unit leader relating to the academic program scheduling, including the identification and verification of appropriate adjunct instructors in collaboration with the academic unit leader
- Complete Institutional Effectiveness (IE) plan and result reports with input from program faculty members for all degrees within the academic program, including collecting and entering data, analysis of the results, and closing the loop in the assessment process within appropriate timeframe as specified by the College
- Provide input on recruitment, retention, and admissions processes within the academic program as necessary
- Update and maintain all academic program student handbooks
- Lead information and orientation sessions for new students in collaboration with the academic unit leader
- Lead orientation sessions for adjunct instructors in collaboration with the academic unit leader
- Collaborate on continuous improvement initiatives for the academic programs’ curriculum and procedures
- Hold regularly scheduled office hours for a minimum of 5 hours per week and be available for an additional 5 hours per week to provide and/or coordinate advisement for students as well as potential
students seeking admission into the program

- Oversee and complete Graduate Enrollment Management (GEM) documents
- Collaborate with academic unit leader in work with the CCIE Office of Accreditation, Assessment, and Data Management
- Serve as liaison to the CCIE Offices of Undergraduate and Graduate Affairs and where appropriate serve as program representative on CCIE Undergraduate or Graduate Council committees
- Collaborate with academic unit leader in program accreditation and reaccreditation process at the academic program level
- Collaborate with academic unit leader on maintaining curriculum and competencies according to accrediting and approving bodies
- Review catalog and provide suggested changes regarding degree program area
- Participate in the development of new courses, minors, certificates, tracks, and degree programs as needed to support the functioning of the academic unit
- Where applicable within the academic unit, the coordinator monitors and maintains course syllabi for academic program and current curriculum vitae for all degree program faculty members and adjunct instructors in collaboration with the academic unit leader
- Where applicable within the academic unit, the coordinator monitors the completion of book orders each semester within academic program in collaboration with academic unit leader
- Provide input to academic unit leader relating to adjunct instructors’ performance
- Collaborate with the academic unit leader on providing the academic program website updates in digital format to CCIE web developer
- Collaborate with the academic unit leader on the annual program Community Advisory Board meeting as applicable

**Academic Program Coordinators Lines of Reporting**

Academic unit leaders supervise all faculty members and adjunct instructors within the academic unit, including academic program coordinators. Our standard is that academic program coordinators will meet with their unit leaders on a regular basis (e.g., every other week). It is the academic unit leaders’ responsibility to review all information submitted by the program coordinators that is presented to the Dean’s Office. The academic unit leader is responsible to ensure that all materials submitted from the program to the Dean’s Office have been carefully discussed, read, and revised in such a way that it represents input from the program coordinator. Academic unit leaders evaluate the academic program coordinators, assessing the quality of the coordinators completion responsibilities and the functionality of the degree program.

Recommendations for modifications to this policy may be made to the Dean by the CCIE Academic Unit Leaders.

*Approved by:
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7/10/19*