

PCOE Program Coordination

Basic Duties (2015 Spring)

Unit heads appoint and annually evaluate program coordinators. Unit heads provide program coordinator contact information and evaluation results to the dean's office annually.

Undergraduate

- Coordinate changes in assessments and changes in syllabi & on websites
- Coordinate changes in PLOs and changes in syllabi & on websites
- Oversee changes in courses & programs
- Coordinate information resource management for accreditation & program review (verify information in LiveText; input information into TracDat; generate reports; lead analysis of data; coordinator action steps)
- Coordinate orientation of new faculty in the use of data management systems for accreditation & accountability (TracDat; LiveText; FEM)
- Facilitate program recruitment & retention activities
- Facilitate meeting with students & parents during summer freshmen & transfer orientation for advising & program informational meetings
- Monitor program & student outcomes, lead analysis of data with faculty & unit head
- Participate in Showcase Saturdays
- Plan & conduct program meetings & meetings with individual faculty on a regular basis & according to accreditation requirements (maintenance of meeting documents)
- Complete the PCOE annual report form for accountability purposes
- Other duties as specified by accreditation requirements &/or as assigned

Graduate/Doctoral

- Coordinate & organize comprehensive exams for administration
- Coordinate changes in assessments & changes in syllabi and on websites
- Coordinate changes in PLOs & changes in syllabi & on websites
- Coordinate orientation of new faculty in the use of data management systems for accreditation & accountability (TracDat; LiveText; FEM)
- Coordinate with unit head & faculty to schedule graduate teaching & research assignments
- Facilitate program recruitment & retention activities
- Facilitate the advisement of all graduate students, facilitates recommendations to unit head regarding admission, probation, & suspension/return
- Monitor applications materials; facilitates the admission or denial of applicants; coordinates communication with applicants
- Monitor program & student outcomes, lead analysis of data with faculty & chair, note action steps & implementation plans
- Oversee changes in courses & programs
- Plan & conduct program meetings & meetings with individual faculty
- Complete the PCOE annual report form for accountability purposes
- Other duties as specified by accreditation requirements and/or as assigned

[approved: 1/12/2015]