

ANNUAL COORDINATOR CHECKLIST (ACADEMIC YEAR)

September

- ☐ **Recommended** update of contacts (community, industry, etc.)
- ☐ Fall new student program orientation occurs
- ☐ Fall organization of team meetings, agendas, minutes begins
- ☐ Fall Coordinator meetings begin

October

- ☐ Winter workload planning begins with team and Chair
- ☐ Fall meeting with School Student Representative Council
- ☐ College Information Program Fair (CIP) – Toronto

November

- ☐ Fall update to Chair and team on legislative, certification, industry-related changes, enrolment, retention, student issues
- ☐ Fall meeting with School Student Representative Council
- ☐ Open House at Fleming College (Saturday 10am-2pm)
- ☐ Winter timetable verification
- ☐ Winter confirmation of textbooks

December

- ☐ Advise on appeals, pathways, counselling, education plans, progression/probation, accommodations, rights/responsibilities
- ☐ Winter review of course outlines and submissions to Chair
- ☐ Winter course exemptions, transfers, PLARs, direct entry starts
- ☐ Winter team meeting requests for Chair approval
- ☐ Winter new hires orientation begins
- ☐ Approval for supplies (field camps/schools, events, etc.) begins

January

- ☐ Winter/Spring **Cyclical** Program Review begins (every 3-5 years)
- ☐ Advise on appeals, pathways, counselling, education plans progression/probation, accommodations, rights/responsibilities
- ☐ Winter new student program orientation occurs (1-2 hours)
- ☐ Winter organization of team meetings, agendas, minutes begins
- ☐ Winter Coordinator meetings begin
- ☐ Spring workload planning with team and Chair begins

February

- ☐ Winter update to Chair and team on legislative, certification, industry-related changes, enrolment, retention, student issues
- ☐ Annual budget review, new requests completed for operating and capital needs with Chair and team begins
- ☐ Winter meeting with School Student Representative Council
- ☐ Spring confirmation of textbooks

March

- ☐ Winter meeting with School Student Representative Council
- ☐ Spring timetable verification

April

- ☐ Advise on appeals, pathways, counselling, education plans progression/probation, accommodations, rights/responsibilities
- ☐ Open House occurs (Saturday 10am-2pm)
- ☐ Approval for supplies (field camps/schools, events, etc.) begins

April Continued...

- ☐ Request Spring team meetings for Chair approval
- ☐ Spring review of course outlines
- ☐ Spring course exemptions, transfers, PLARs, direct entry starts
- ☐ Spring new hires orientation begins
- ☐ Spring **Annual** Program Review begins with team and Chair
- ☐ Graduation audit begins

May

- ☐ Advise on appeals, pathways, counselling, education plans, progression/probation, accommodations, rights/responsibilities
- ☐ Spring new student program orientation occurs with team
- ☐ Winter/Spring **Cyclical** Program Review continues (every 3-5 years)
- ☐ Spring update to Chair and team on legislative, certification, industry-related changes, enrolment, retention, student issues
- ☐ Spring semester organization of team meetings, agendas, minutes begins
- ☐ Spring Coordinator meetings begin
- ☐ Annual student award selections made with team
- ☐ Fall workload planning begins with team and Chair

June

- ☐ Participate in awards and convocation ceremonies
- ☐ Attend Spring meeting with School Student Representative Council
- ☐ Grid verification
- ☐ **Cyclical** Program Review template (detailed recommendations for academic strategies, resources, trends, growth opportunities, enrolment challenges, retention, and student success) and curriculum mapping are completed (every 3-5 years)
- ☐ Spring **Annual** Program Review template (review of academic strategies, resources, trends, growth opportunities, enrolment challenges, retention, and student success) and curriculum mapping are completed
- ☐ Fall confirmation of textbooks
- ☐ Fall review of course outlines and submission to Chair
- ☐ Summer new hires orientation begins
- ☐ Meetings with the Summer faculty teaching and coordinating

July

- ☐ Advise on appeals, pathways, counselling, education plans, progression/probation, accommodations, rights/responsibilities

August

- ☐ Fall timetable verification
- ☐ Meeting with Summer faculty that taught and coordinated
- ☐ Advise on appeals, pathways, counselling, education plans, progression/probation, accommodations, rights/responsibilities
- ☐ Fall course exemptions, transfers, PLARs, direct entry starts
- ☐ Fall team meeting requests for Chair approval
- ☐ Fall review of outstanding course outlines and submissions to Chair
- ☐ Fall new hires orientation begins
- ☐ Approval for supplies (field camps/schools, events, etc.) begins

