

ANNUAL COORDINATOR CHECKLIST (ACADEMIC YEAR)

September

- Recommend** update of contacts (community, industry, etc.)
- Fall new student program orientation occurs
- Fall organization of team meetings, agendas, minutes begins
- Fall Coordinator meetings begin
- School meetings begin (monthly for the Academic Year)

October

- Winter workload planning begins with team and Chair
- College Information Program Fair (CIP) – Toronto
- Open House at Fleming College (Saturday 10am-1pm)

November

- Fall update to Chair and team on legislative, certification, industry-related changes, enrolment, retention, student issues
- Winter timetable verification
- Winter confirmation of textbooks
- Participate in Fall convocation ceremonies

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
- Spring confirmation of textbooks

March

- Spring timetable verification

April

- Advise on appeals, pathways, counselling, education plans progression/probation, accommodations, rights/responsibilities
- Open House occurs (Saturday 10am-1pm)
- Approval for supplies (field camps/schools, events, etc.) begins
- Spring review of course outlines
- Request Spring team meetings for Chair approval

April Continued...

- 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 Spring 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
- School and All-Staff meetings end for the Academic Year
- 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
- All-Staff meetings begin (twice per semester for the Academic Year)

