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PROGRAM COORDINATOR
Base-line Duties

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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, Chair, faculty and support areas. The Coordinator does not have responsibility for the supervision or disciplining of other faculty or support staff. The following represents the baseline duties that all Programs Coordinators perform. Additional duties may be assigned and additional release time will be allocated as required.

PROGRAM RESPONSIBILITIES:
Curriculum Renewal for the program • Advocates and leads annual and cyclical curriculum renewal for the program. • Collaborates with Learning Design & Support Team, program teams and discipline teams to complete the annual and cyclical reviews. • In conjunction with the faculty team, ensures that the annual and cyclical curriculum renewal templates are completed. • In conjunction with the faculty team and with the oversight of the Dean, ensures that PIP curriculum changes are implemented. **Accreditation** • Conducts program related accreditation activities and related documentation
Program-related Contacts • Develops and maintains a network of program-related contacts • Attends local, regional or provincial meetings • Act as a program advocate at Fleming and external communities, including alumni • Key point of contact with industry, business and the community • Respond to program inquiries from the public (e.g. students, parents, high school teachers, counselors) • Provides update to Deans/Chairs (e.g. legislative changes, certification changes, industry-related technological changes)
Program and Coordinator Meetings • Seeks approval from Chair for required program meetings • Sets meeting times, develops agenda , coordinates and chairs program meetings and sends meeting minutes to the Chair • Participates in Program Coordinator meetings
Program Advisory Committee Meetings • Assist the Dean with convening of meetings and agenda preparation; provide advice on content of meeting minutes; ensure advisory committee members are aware of specific program-related activities (e.g. complete Coordinator report) • Participate as a non-voting member in committee meetings • Recommends membership

Program Budget – assists with activities including:
- Consults with program team and provides input to the Chair/Academic Service Leader on operating and capital needs   - Monitors program expenses   - Recommends purchases for program

STUDENT & FACULTY SUPPORT:

Student Liaison:
- Participate in meetings with student representation for open dialogue on student needs and program requirements

Provide advice and guidance to students in assessing individual academic support from point of entry to point of exit
- Primary contact for students regarding academic processes, policies and procedure
- Assist students, as required, in their progress towards their academic goals (e.g. development of an educational or accommodation plan, career goals, field placements, re-evaluating progress toward academic goals)

Provides peer guidance and assistance to faculty (e.g. Course outlines, marking practices and policies, textbook ordering, academic policies)
- Key contact for faculty regarding academic processes (course outlines, D2L, academic integrity), policies and procedures
- Program Orientation for new hires
- Identifies resources for faculty and students to support their needs
- Embeds and reinforces "Guidelines for Professional Practice and "Core Promise to Students" in the culture of Fleming
- Assist in problem solving with faculty and student issues
- Advise Chair of faculty-related issues brought to their attention by students, following confirmation that students have followed proper processes
- Facilitate tasks and activities of the program team

ACADEMIC RESPONSIBILITIES: (in collaboration with the Chair)

Facilitate course exemptions process
- Process and approve program course exemptions
- Evaluate and advise direct entry applicants

Course outlines
- Reviews course outlines and submits to the Chair

Enrolment - Provides end-of-semester enrolment predictions to the Chair

Workload process - As the program content expert, provides input to the workload process, skill set required, operational requirements, assists the Chair with faculty recruitment

Curriculum Verification- Confirms program curriculum for both the academic year and post-secondary calendar ensuring faculty are involved

Timetable Verification- Reviews draft timetables for errors/omissions in consultation with program faculty and technical support

Academic Progression- Meets with students identified for academic progression and complete progression documentation • Develops contracts for students on probation • Monitors students on academic probation • Recommends to Chairs for student to step out if not meeting contract
Pathways/Articulations Assist the Dean with identifying and facilitating articulation/pathway opportunities
Academic Appeals- • Provides guidance around process, timelines and procedures • Provides relevant information to the faculty or Dean regarding student's overall success in the program
Academic Awards • Champions new awards and criteria • Consults with faculty to select recipients; submit marks for awards process • Attends Awards ceremony
Convocation • Processes graduate audit in conjunction with Registrars' Office • Attends convocation
School-related activities- As the Program champion, assists the Chair in areas such as: • Provides input to Chair regarding academic strategies • Provides input to the Chair regarding strategic program resource requirements • Identifies trends from their field of expertise • Identifies enrolment growth opportunities to academic delivery • Contributes to solutions to resolve enrolment challenges • Provides input on retention and student success • Participate in program marketing, recruitment, conversion activities and other special events (e.g. Open House, Welcome Days, Orientation, College Information Program (CIP), etc.)