

**PROGRAM COORDINATOR
Base-line Duties**

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:
<p>Curriculum Renewal for the program</p> <ul style="list-style-type: none"> • Advocates and leads annual curriculum renewal for the program. • Collaborates with Learning Design & Support Team, program teams and discipline teams. • In conjunction with the faculty team, ensure that the annual curriculum renewal template is completed.
<p>Program-related Contacts</p> <ul style="list-style-type: none"> • 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)
<p>Program and Coordinator Meetings</p> <ul style="list-style-type: none"> • 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
<p>Program Advisory Committee Meetings</p> <ul style="list-style-type: none"> • 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

<p>Program Budget – assists with activities including:</p> <ul style="list-style-type: none"> • 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
<p>STUDENT & FACULTY SUPPORT:</p>
<p>Student Liaison:</p> <ul style="list-style-type: none"> • Participate in meetings with student representation for open dialogue on student needs and program requirements
<p>Provide advice and guidance to students in assessing individual academic support from point of entry to point of exit</p> <ul style="list-style-type: none"> • 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)
<p>Provides peer guidance and assistance to faculty (e.g. Course outlines, marking practices and policies, textbook ordering, academic policies)</p> <ul style="list-style-type: none"> • 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
<p>ACADEMIC RESPONSIBILITIES: (in collaboration with the Chair)</p>
<p>Facilitate course exemptions process</p> <ul style="list-style-type: none"> • Process and approve program course exemptions • Evaluate and advise direct entry applicants
<p>Course outlines</p> <ul style="list-style-type: none"> • Reviews course outlines and submits to the Chair
<p>Enrolment - Provides end-of-semester enrolment predictions to the Chair</p>
<p>Workload process - As the program content expert, provides input to the workload process, skill set required, operational requirements, assists the Chair with faculty recruitment</p>
<p>Curriculum Verification- Confirms program curriculum for both the academic year and post-secondary calendar ensuring faculty are involved</p>
<p>Timetable Verification- Reviews draft timetables for errors/omissions in consultation with program faculty and technical support</p>

<p>Academic Progression- Meets with students identified for academic progression and complete progression documentation</p> <ul style="list-style-type: none"> • Develops contracts for students on probation • Monitors students on academic probation • Recommends to Chairs for student to step out if not meeting contract
<p>Pathways/Articulations Assist the Dean with identifying and facilitating articulation/pathway opportunities</p>
<p>Academic Appeals-</p> <ul style="list-style-type: none"> • Provides guidance around process, timelines and procedures • Provides relevant information to the faculty or Dean regarding student's overall success in the program
<p>Academic Awards</p> <ul style="list-style-type: none"> • Champions new awards and criteria • Consults with faculty to select recipients; submit marks for awards process • Attends Awards ceremony
<p>Convocation</p> <ul style="list-style-type: none"> • Processes graduate audit in conjunction with Registrars' Office • Attends convocation
<p>School-related activities- As the Program champion, assists the Chair in areas such as:</p> <ul style="list-style-type: none"> • 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.)