

Faculty Affairs Committee

Thursday, March 28, 2024

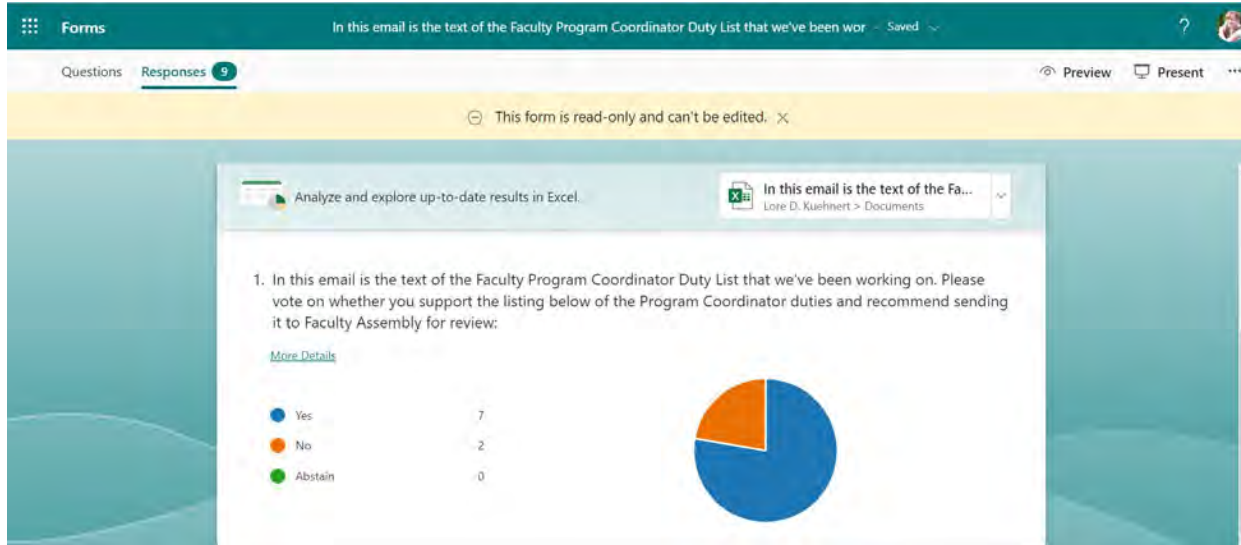
2:30 – 4:00 pm

Draft Minutes

Present: Dawn Schoenenberger, Lore Kuehnert, Alicia Drumgoole, Laurie Montgomery, Ed Bass, Juan Luna

- I. Approval of Minutes: The February minutes were approved by a unanimous vote.
- II. Old Business: Work on charge—the committee reviewed surveys from program coordinators that requested them to review the list of duties. Of the coordinators, 13 responded to the survey, seven surveys were missing.
- III. Next Steps:
 - Lore will organize information to send to program coordinators to check for accuracy.
 - Goal is to have a working document by April Faculty Assembly meeting
- IV. Other Business
 - Dawn will update status of Ad-Hoc Committee proposed to study MACC benchmarks related to number of students in programs and number of adjuncts vs coordinator compensation.
 - The Committee also discussed next steps
 - Next Steps: the committee will review the program coordinators survey responses and identify tasks and gaps that might be present.
- V. Next meeting: TBD

Vote via Outlook poll started Tuesday, April 16 and ended Wednesday



The Program Coordinator Duty list appeared in the email as follows:

Administrative and supervisory

- Assist in Unit Planning and other program-specific administrative duties
- Coordinate routine events and programmatic needs appropriate to programmatic needs (orientations, manuals, course fees)
- Mentor faculty as relevant to program/organize professional develop
- Assist with grant administration and development (if applicable)
- Large Event Coordination (concerts, recitals, exhibitions, if applicable)

Curriculum and Assessment

- Coordinate aspects of curriculum development at the program level
- Collect COG data from faculty and complete COGS (with assistance from other lead faculty as appropriate); complete POGs
- Complete any required Program reports
- Coordinate review of national assessments or juried performance assessment (if applicable)
- Develop strategic campaign plan to increase enrollment (if applicable)
- Maintain and implement a larger number of D2L master classroom sites if insufficient assistance from other lead faculty available

Professional community liaisons, certification, accreditation

- Liaison with program's local professional community as needed
- Participate in Affinity Group or other Professional Groups (if applicable)
- Recruit members, chair and plan for Advisory Council (if applicable)
- Coordinate Accreditation for Program (if applicable)

Student Guidance

- Participate in/travel to Internship/Externship Coordination (if applicable)

Maintain facilities/supplies

- Maintain Special Spaces, such as, studio space, laboratory, technical equipment, safety inspections (if applicable)
- Managing Use of Special Spaces, including scheduling and supporting student access, with Security, Facilities, Maintenance, LT and IT staff (if applicable)
- Manage supplies/clinical supply inventory control (if applicable)

