

Coordinators Meeting

November 10, 2017

Stephanie Milford will sit in meeting to take notes for Martin

1. Ambassadors work this year – Report to Coordinators by Ambassador President
2. Coordinator Job description – any updates (attached)
3. Graduation – Report at 9:30 - Dead Week Policy– Final Exams Policy – please go over with your program faculty. Grades due Dec. 19 at noon
4. January 16th – FARS due and First Day of Classes
5. January 12th – 9:30 report to PCOE and then retreat in HMS 115 North
6. Other items?

HMS Coordinator Job Duties

- Coordinate team of faculty within the program area to work together for the mission of the program
- Manage Enrollment (i.e. scheduling, recruitment and retention)
- Supervise accreditation process for the program area and review accreditation initiatives
- Coordinate the advisory board and advisory board meetings
- Manage curriculum changes to stay current with the program mission
- Act as ambassador for interdisciplinary activities for the program
- Schedule faculty and adjunct courses in concert with school director to meet student needs
- Supervise assessment strategies for continued improvement of the program
- Manage the hiring and mentoring of adjunct faculty
- Review accreditation initiatives and review objectives of adjunct courses.
- Attend adoption of online course meetings through CTL and approve preliminary online course offerings. School director will attend final meeting.
- Attend coordinator meetings and work closely with Director to achieve goals of the program, school and university.
- Contribute to revising the General Bulletin
- Work closely with Student Services and the Advising Office
- Work with program faculty to ensure internship employers, service learning sites and volunteer opportunities are evaluated regularly and are a good fit with the program's mission.
- Schedule and facilitate regular program meetings with program faculty to communicate information
- Supervise hiring and assign student workers to program faculty
- Fulfill duties as outlined in HMS Merit Policy

Final Examination Scheduling

Original Implementation: June 16, 1982

Last Revision: November 2, 2015

Faculty members will hold class during finals week according to the official Final Exam Schedule.. Any exceptions must be approved by the academic unit head prior to the start of the semester.

Class meetings during finals week, for courses taught at times not listed in the Final Exam Schedule, including but not limited to distance education courses, online courses, and evening or weekend courses, should be scheduled in consideration of resource availability.

All final examinations or instructional activities must be scheduled to conclude by midnight on the last day of the Final Exam Schedule. Exceptions may be made by the appropriate academic dean.

Cross Reference: Faculty Handbook; Dead Week (7.8)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Dead Week

Original Implementation: June 16, 1982

Last Revision: July 28, 2015

Dead week is an established tradition in higher education to allow students the necessary time to prepare for final examinations. During the last five class days of each long semester, written examinations (except to cover daily assignments) and themes or assignments beyond normal daily requirements are not to be assigned without written notification to the students prior to the twelfth class day.

The Division of University Affairs and university sponsored student organizations shall observe dead week by refraining from sponsoring events during this time. All student organizations shall be unable to reserve on-campus facilities for events or for the purpose of advertising events during dead week. Student Organizations may not advertise on or off-campus events through any campus medium during this time period.

Cross Reference: Faculty Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs, Vice President for University Affairs

Contact For Revision: Provost and Vice President for Academic Affairs, Vice President for University Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs