

Illinois Valley Community College

Guidelines for PROGRAM COORDINATORS

In addition to regular faculty responsibilities, program coordinators work with the appropriate Dean to carry out the duties applicable to their program that are listed below.

SCHEDULE DEVELOPMENT

- In conjunction with the Dean, determine course offerings to ensure program continuity, consistent with the master schedule as appropriate to the program.
- In conjunction with the Dean, determine adjunct faculty course assignments.

CURRICULUM MANAGEMENT

- Develop and implement new courses and programs, ensuring that curriculum is current with changes in the industry and applicable standards.
- Develop and update catalog course and program descriptions, degree guidelines/guide sheets and course outlines.
- Determine appropriate textbooks and communicate to Dean.
- Work with transfer coordinator to ensure maximum articulation.
- Update counseling staff on any occupational opportunities in the field or changes in the program.
- Work with the Division Administrative Assistant to develop and maintain program web page.
- Work with Learning Resources and Dean to explore and implement alternative course formats within program curriculum such as on-line, blended, etc.

PROGRAM STAFFING

- Assist with recruiting, interviewing, and checking references for adjunct faculty to staff program course sections.
- Hire and supervise student workers.
- Assist with justification for hiring new full-time faculty and participate in the hiring of new full-time faculty.
- Mentor new full-time and adjunct faculty.
- Communicate potential teaching schedules to adjunct faculty.
- In conjunction with the Dean, assist with monitoring adjunct faculty in teaching required material per the course outline and reviewing the effectiveness of adjunct faculty, including review of student evaluations.
- Communicate as necessary with adjunct faculty.

ADVISORY COMMITTEES

- Recruit advisory council members.
- Initiate and conduct at least one meeting per year.
- Facilitate and manage advisory council.

STUDENT RECRUITMENT/RETENTION

- Promote program in the community to recruit students.
- Analyze enrollment and retention data.
- Work with dean to maintain program viability.
- Work with Community Relations, Admissions and Records, and CTE Recruiter to develop marketing strategies and promote program(s).
- Provide some student advisement, such as determining course waivers.

BUDGETING

- Seek input from adjunct faculty regarding program needs.
- Submit budget projections to Dean.
- Monitor expenditures.

PROGRAM EVALUATION

- Complete necessary documentation and reports for program evaluation as required by the ICCB, IVCC administration, and other accrediting bodies as applicable.
- Make recommendations for program changes based on evaluation, including plans for program improvement.
- Implement program goals and monitor their assessment to improve instruction.

MAINTENANCE OF LABS, EQUIPMENT, AND SUPPLIES

- Comply with/establish safety regulations
- Maintain inventory; order supplies and parts.
- Oversee equipment and its preventative maintenance; schedule equipment service as needed.
- Identify program needs.
- Seek input from adjunct faculty regarding program needs.

COMPENSATION

1. Full-time program coordinators will receive three (3) hours release time per semester or equivalent in overload pay. Part-time program coordinators will receive three (3) credit hours of regular pay.
2. Per the contract, compensation for summer and additional responsibilities can be proposed to the dean.
3. If the coordinator duties are shared between more than one faculty member, the compensation will be divided as agreed upon by the dean and the program coordinators.