**Program Coordinator Responsibilities**  **HHP PPS No. 04.01.25**

 **Effective Date: October 6, 2023**

 **Next Review Date: September 1, 2028**

 **Sr. Reviewer: Department Chair**

**01. PURPOSE**

01.01 The purpose of this document is to outline the roles and responsibilities of the Department of Health and Human Performance (HHP) Program Coordinators.

**02. Appointment of Program Coordinators**

02.01 The Department Chair, in consultation with the Personnel Committee (PC), will appoint a Program Coordinator for each of the following academic graduate programs: Athletic Training, Exercise Science, Public Health Education and Promotion, and Recreation and Leisure Services.

The Department Chair, in consultation with the Personnel Committee (PC), will appoint a Program Coordinator for each of the following academic undergraduate programs: Exercise and Sports Science, Physical Education Teacher Education, Physical Fitness and Wellness, Pre- Rehabilitation Science, Public Health, and Recreation Studies.

02.02 Each Program Coordinator will receive one course release during the fall and spring semester for administrative duties.

02.03 Within the context of the summer budget, Program Coordinators may receive a maximum of one course release during the summer. The course release is intended to provide Program Coordinators dedicated time (both on and off campus) for academic program related work. Program related work may include but is not limited to the following: 1) reporting student learning outcomes; 2) working on the upcoming class schedules; 3) student recruitment; 4) academic advising; 5) updating program websites; 6) accreditation reports, course and curriculum development, 7) orientation and training for graduate students and graduate assistants; and 8) overseeing program curriculum including addition and deletion of courses and programs, and managing the ongoing review of curriculum, marketable skills, and program requirements.

**03.** **REQUIRED QUALIFICATIONS**

 03.01 Program Coordinators overseeing academic degrees will be academically

qualified. Academic qualifications generally include a terminal degree in the discipline and are usually a member of the PC.

03.02 Due to the nature of the PFW program in offering 1-hour, physical activity courses (e.g., ESS and PFW 1100), the academic qualification requirements of the PFW Program Coordinator are different than those required for the other Program Coordinator positions. The PFW Program Coordinator will have: 1) earned at least a master’s degree in HHP or related field; 2) experience in teaching (e.g., teaching physical education or physical activity courses in grades K-16); 3) maintained his/her academic qualifications by attending conferences and/or other professional development workshops; 4) current certifications related to the field; and 5) contributed to HHP through professional engagement and/or service-related activities.

**04.** **GENERAL RESPONSIBILITIES**

 Roles and responsibilities of Program Coordinators include the following:

 04.01 Serve as the liaison between Program Faculty and the Department Chair.

04.02 Schedule and conduct program meetings during fall and spring semesters.

04.03 Ensure that:

a. Minutes of program meetings and reports are prepared, archived, and distributed to the Program Faculty.

b. Any additional necessary documentation is collected, prepared and reported to other constituents as warranted.

04.04 Curriculum:

a. Work with Program Faculty to develop syllabi and ensure courses are

current and consistent with the discipline, HHP, COE, and University educational goals and objectives.

b. Monitor core-course content by ensuring that course descriptions and course objectives are consistent among multi-section courses through a review of syllabi.

c. Review and ensure that textbooks and other teaching materials used in

their respective program courses are up-to-date and innovative.

d. Prepare a schedule of courses within their respective program in consultation with the faculty, fellow Program Coordinator, and the Chair, ensuring that all courses are taught by academically qualified faculty.

e. Review and modify program curriculum as necessary to ensure that the program is offering innovative, current and professionally aligned courses and degrees.

f. Evaluate and approve course substitutions.

g. Evaluate and respond to closed class requests.

04.05 In consultation with the Chair, recommend hiring of per-course and emergency hire faculty.

04.06 Ensure all per course non-tenure line faculty and graduate teaching/instructor assistants, lecturers, first-year senior lecturers, are observed according to AA/PPS 02.03.01.

04.07 Prior to the Fall semester, assist with planning and implementing a professional development workshop or course program for graduate instructional assistants and graduate teaching assistants.

04.08 Appoint and supervise qualified faculty member to oversee student internships.

04.09 For coordinators with graduate program responsibilities:

a. Advise graduate students upon entering the program, assist students in developing degree plans, and develop remediation plans for graduate students placed on probation or suspension.

b. Submit signed comprehensive examination forms to the Graduate College.

c. Serve as the liaison between the Graduate College and the respective academic division.

d. Hold orientation meetings for new students.

e. Oversee student admission to graduate program. For academic programs that admit students via committee, work collaboratively with Graduate Admissions Committee to ensure student admission is completed in a timely fashion.

f. Recruit and submit hiring requests for Graduate Assistants (Graduate Instructional Assistants, Graduate Teaching Assistants) to Department Chair.

04.10 Develop student learning outcomes (SLO), assess and report SLO results, and create action plans based on these results.

04.11 Develop and report marketable skills and program requirements.

04.12 Communicate and meet with potential students.

04.13 Maintain and update the website for their respective program.

04.14 Update a listing of specific responsibilities for the coordinator in each discipline, not specifically identified in HHP PPS 1.01 to facilitate the work and transition to another coordinator (See attachment A).

04.15 Perform other duties as assigned.

**05.** **THE PROGRAM COORDINATORS COMMITTEE (PCC)**

05.01 The PCC is comprised of all Program Coordinators and the Department Chair.

05.02 The Department Chair will meet with Program Coordinators regularly.

05.03 Minutes of the program meetings will be prepared by the HHP

Administrative Staff, reviewed by the Department Chair and submitted to the PCC.

**Certification Statement**

This HHP PPS has been approved by the reviewers listed below and represents the

HHP Department policy and procedure from the date of the document until superseded.

Voting Faculty Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Approve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 Chair of the HHP Department

**ATTACHMENT A**

**Additional Coordinator Responsibilities (not listed under the general**

**responsibilities in the PPS)**

**AT Graduate**

* Coordinate external contracts and relationships for AT graduate assistant positions.
* Oversee transition to or maintain CAATE accreditation.

**ESS Graduate Coordinator:**

* Survey and address ESS faculty and graduate students’ concerns.
* Collect culminating project application form and 2-page proposal.
* Oversee the selection process for the Outstanding Graduate Student award and the American Kinesiology Association (AKA) master’s scholar award.

**ESS Undergraduate Coordinator:**

* Process deficiency report and make decision on whether the student should be kept in the class or dropped.
* Collect ESS faculty class and/or lab equipment requests in May.
* Contact ESS faculty for nomination of AKA undergraduate scholar award in February and submit the nomination form (if any) by March 1st.

**Pre-Rehabilitation Science Coordinator:**

* Coordinates all curriculum revisions with faculty input.
* Oversees the 3/2 PRS-AT program.

**Public Health Undergraduate Coordinator**

* Coordinate CEPH accreditation activities (e.g., learning outcome data collection and interpretation.

**Public Health Graduate Coordinator**

* Hold exit interviews with graduating students each semester.
* Develop and send out monthly job listings to all graduate students in final semester of program.
* Oversee the professional conduct and performance of all Graduate Assistants.
* Initiate and facilitate CEPH accreditation process including data collection, reports, and self-study.

**Physical Education Teacher Education Coordinator:**

* Work collaboratively with Student Teacher Supervisors.
* Dissemination information on COE deadlines to PETE students.
* Meet with student teachers at the beginning of each semester.
* Meet with student teachers remove or placed on growth plans.
* Serve as liaison between COE and PETE program.
* Work with ESS Student Teacher Placement Officer on placements.
* Work with local PE teachers for PETE fieldwork assignments.

**Physical Fitness and Wellness (PFW) Coordinator:**

* Oversees the professional conduct and performance of all Graduate Teaching Assistants (GTA) and GIAs in the teaching of PFW/ESS classes.
* Organizes and conducts “Boot Camp,” a training and professional development workshop for GIAs and GTAs, two times each year.
* Coordinates all curriculum modifications or additions (e.g., new courses as well as new content, skill/fitness assessments, self-efficacy surveys, and other data collection procedures) for PFW and appropriate ESS courses.
* Coordinates requests related to new equipment, equipment repair, and/or replacement of damaged equipment.
* Cooperates with the facilities coordinator to ensure safe effective environments for physical activity areas and GIA/GTA office space.
* Serves as the chain of command supervisor when PFW GIAs, GTAs, faculty, and adjunct faculty have conflicts with student issues or questions (absences, grades or inappropriate behaviors).
* Oversees specific PFW electronic technology (heart rate monitors, ordering straps, PDAs, and software) in classes, and training of GIA/GTAs in us of that technology.
* Communicates with all PFW off-campus facilities and instructors.
* Coordinates the selection and ordering of all PFW/ESS textbooks.
* Coordinates the purchase and distribution of the PFW instructor shirts.
* Coordinates CPR training for all instructors.
* In collaboration with the ESS coordinators, the PFW coordinator shall observe and evaluate all lecturers and senior lecturers teaching 1-hour ESS/PFW activity courses and report results of the observations/evaluations to the ESS Coordinators.

**REC Undergraduate Coordinator**

* Liaison with NRPA Council on Accreditation.
* Conduct REC Professional Advisory Committee meetings.
* Facilitate annual and 7-year accreditation reports and self-study.
* Facilitate reaccreditation visits.
* Attend hearings before National Board.

**REC Graduate Coordinator**

* None identified.