

Checklist for PCs

For each month listed, Program Coordinators should:

August

- Review all fall syllabi one week before the start of the fall semester.
- Ensure faculty have published their courses in Canvas approximately one week before the start of the fall semester (including a welcome announcement, approved syllabus, and other required materials).
- Hold a meeting with program faculty approximately one week prior to the start of the fall semester.

September

- Distribute the Adjunct Availability Form on or about September 15. Forms are due back to the Program Coordinator by October 15.
- Verify that adjunct instructors have completed no-show reports after the Registrar's Office distributes no-show reporting instructions (two weeks into full-semester classes and one week into 8-week classes).
- Schedule meeting with program representative from advising and admissions to discuss program updates, scheduling, recruiting opportunities, etc.
- Begin reviewing and developing any proposed curriculum changes for the following academic year. Starting early allows sufficient time for consultation, approvals, and revisions throughout the fall semester.

October

- Collect Adjunct Availability Forms from all adjunct instructors (due October 15).
- Submit textbook and learning materials orders to the bookstore on or before October 31.
- Submit EAB Alerts (Midterm Warnings) for students who are at risk of not succeeding in the course. Faculty will receive instructions from the Advising Office approximately seven weeks into a full-semester term and four weeks into an 8-week term.

November

- Hold a fall meeting with the Program Advisory Board (for programs whose Advisory Boards meet twice per year).
- Conduct classroom visits for instructors scheduled for review (this responsibility should be carried out on an ongoing basis throughout the year).

December

- Ensure all instructors complete the grade submission process. Student grades must be submitted by the established deadline following the end of the semester.
- Collect assessment data related to student learning and enter/update the data in Improve.
- Review and, if necessary, update the Program Plan.
- Review student evaluation results and consider them when making future teaching assignments.

- Complete and submit all curriculum change proposals by December to ensure they can be reviewed, approved, and implemented for the following fall term.
- Confirm that all spring classes have instructors assigned.

January

- Review all spring syllabi one week before the start of the spring semester.
- Ensure faculty have published their courses in Canvas one week before the start of the spring semester (including a welcome announcement, approved syllabus, and other required materials).
- Hold a meeting with program faculty one week prior to the start of the spring semester.
- Meet with the Department Chair and/or VPAA to discuss potential changes in course offerings for the upcoming academic year.
- Develop and submit the budget for the upcoming fiscal year.
- Distribute the Adjunct Availability Form on or about January 15. Forms are due back to the Program Coordinator by February 15.

February

- Collect Adjunct Availability Forms from all adjunct instructors (due February 15).

March

- Submit textbook orders for summer semester to the bookstore on or before March 15.
- Meet with assigned advisees regarding course selection and program progress (this responsibility should be carried out on an ongoing basis).

April

- Conduct classroom visits for instructors scheduled for review (although this responsibility should be carried out on an ongoing basis, all required observations should be completed by April).
- Submit textbook orders for fall semester to the bookstore on or before March 15.
- Hold a spring meeting with the Program Advisory Board, if not already completed.

May

- Ensure all instructors complete the grade submission process.
- Collect assessment data related to student learning and enter/update the data in Improve.
- Review and, if necessary, update the Program Plan.
- Review student evaluation results and consider them when making future teaching assignments.
- Review all summer syllabi one week before the start of the summer term.
- Confirm that all summer classes have instructors assigned.
- Confirm, if possible, that all fall classes have instructors assigned.
- Meet with assigned advisees regarding course selection and program progress (this responsibility should be carried out on an ongoing basis).

Ongoing Responsibilities Throughout the Year

- Provide guidance, mentoring, and support to full-time and adjunct faculty within the program.
- Monitor course offerings, enrollment trends, and scheduling needs, and communicate recommendations to the Department Chair and/or VPAA.
- Advise students regarding academic progress, course selection, transfer opportunities, etc.
- Respond to student concerns and collaborate with appropriate College offices to resolve academic issues.
- Conduct classroom observations and faculty evaluations in accordance with college policy and established timelines.
- Review course syllabi to ensure consistency with approved curriculum, learning outcomes, and College requirements.
- Support adjunct faculty in orientation and onboarding,
- Monitor program assessment activities and ensure timely collection of student learning outcome data.
- Maintain and update assessment records and documentation in Improve.
- Participate in curriculum review and development, including course and program revisions as needed.
- Collaborate with the Admissions Office on recruitment opportunities.
- Maintain communication with program advisory board members, employers, transfer partners, and other external stakeholders.
- Regularly check that faculty involved in Early College courses are completing required site visits and other program responsibilities throughout the academic year.
- Assist with accreditation activities (as necessary).

Note: The responsibilities outlined in this checklist are intended to supplement, not replace, the duties described in the Program Coordinator position description, collective bargaining agreement, college policies, and other institutional requirements. Program Coordinator responsibilities may vary by department. Department Chairs are encouraged to modify this checklist as needed to reflect departmental practices and expectations.