

ROLES & RESPONSIBILITIES FOR STL LEADERSHIP TEAM

A. STL Departmental Chair—Sue Severson

1. Year-end report
 - a. Review progress on goals
 - b. Establish goals for upcoming year in consultation with Program Coordinators and STL faculty
 - c. Write year-end report
2. Accreditation oversight
 - a. Consult with Program Coordinators with processes for review
 - i. Keep abreast of changes
 - ii. Review and establish means for data collection
 - iii. Implement plan for accreditation
3. Master Scheduler
 - a. Establish timelines for developing schedule
 - b. Review and establish room assignments for course schedules developed by program coordinators
 - c. Submit schedule to Jayne Washburn (working with Diane Copple)
4. College rep as “chair”
 - a. Attend chair meetings
 - b. Communicate information to Program Coordinators/STL faculty
5. Final Faculty Assignment
 - a. Review FARS submitted by Program Coordinators
 - b. Submit final STL FAR to Dean
6. Search Committee Assignments
 - a. Consult with Program Coordinators to establish program level search committees
 - b. Establish search committees
 - c. Communicate search committee assignments to STL faculty
7. Hiring adjuncts
 - a. Stimulating contracts with Margie
 - b. Coordination of adjuncts receiving/returning keys
 - c. Orientation for adjunct faculty
 - i. Review adjunct faculty manual
 - d. Assure adjunct faculty have approved syllabus
 - e. Review of adjunct faculty
8. Budget
 - a. Review expenditures
 - b. Maintain budget based on benchmarks
 - c. Establish policies to limit expenditures
 - d. Communicate expenditures to Program Coordinators and STL faculty
9. Student Concerns
 - a. Meet with students
 - b. Communicate concerns to Dean
10. Facilitate “big picture”
 - a. Bring program level ideas to STL faculty for review and planning

11. Meet regularly with Program Coordinators
 - a. Review and discuss program level efforts
 - b. Review and discuss curriculum revision
12. Facilitate regular meetings of school
 - a. Establish STL faculty meeting agendas
 - b. Coordinate agenda with Program Coordinators who have gathered input from program level faculty
 - c. Coordinate agenda with Field Experiences and Director of Teacher Education
13. Promotion and tenure letters
 - a. Guide faculty in development of “professional development plans”
 - b. Circulate “professional development plans” to STL faculty
 - c. Inform faculty of review dates
 - d. Set up faculty review committees
 - e. Write departmental chair review letters that reflect faculty member’s progress toward goals
14. University representative as “chair”
 - a. Attend University chair meetings
 - b. Report information to Program Coordinators and STL faculty
15. Identify faculty to sign off on Licensure Worksheets**
 - a. EECE licensure—John
 - b. SpEd licensures
 - i. EECE—Deanne Borgeson
 - ii. P/HD—Sue Severson
 - iii. DD—Camille Brandt
 - iv. LD & EBD—Ann Goldade
 - c. Secondary Core—Dean Mollerud
16. Hire work study students and student workers on regular funds
17. Hire graduate assistants
18. Develop a learning community
 - a. Faculty recognition
 - b. Faculty development activities (share what is working)
19. Maintain and expand adjunct pool
 - a. Maintain files for adjuncts
20. Create a hospitable environment for new faculty
 - a. Arrange mentors
 - b. Arrange social events

B. Program Coordinators—Dean Mollerud, John Benson, Ann Goldade, Steve Grineski

1. Draft schedule
 - a. Identify teaching preferences from STL faculty
 - b. Arrange course schedule based on input from STL faculty
 - c. Communicate scheduling to STL Chair
2. Recommending adjuncts
 - a. Submitting proposal to Chair of STL

- b. Review syllabi
 - c. Facilitate textbook orders
- 3. Coordinate program level activities to meet STL goals
 - a. Review goals with program level faculty
 - b. Identify needs/ideas to address STL goals
 - c. Bring ideas to STL Chair to consult with STL faculty for review
- 4. Directing curriculum study and revision
 - a. Collect data on program effectiveness
 - b. Develop curriculum revision with consultation with program/STL faculty
 - c. Develop advisory groups to attain input from the field
 - d. Review/approve curriculum revisions with STL faculty
 - e. Review/approve curriculum revisions with Teacher Prep
 - f. Review/approve curriculum revision with APAC
- 5. Print Material and Website
 - a. Update website with curriculum offerings
 - b. Develop print materials and develop a plan for distribution
- 6. Default advising
 - a. Meet with students when advisor is not available
- 7. Draft Faculty Assignment Records
 - a. Develop FARS and submit them to STL Chair
- 8. Accreditation
 - a. Meet with STL leadership team and review data collection methods and revise as necessary
 - b. Work with Chair of STL and other program coordinators to implement plan for accreditation
- 9. Develop a plan for alternate delivery of programs

C. Coordinator of Special Education

- 1. 320 oversight
 - a. communicating syllabus to 320 instructors
 - b. ordering textbooks for 320
 - c. conduct recruitment activities for SpEd Majors
 - d. organize 320 field experiences
- 2. Develop a plan for a 120 credit major
- 3. Grad Council representative
 - a. Attend Grad Council as SpEd representative
 - b. Reporting information to STL chair, Program Coordinators, STL faculty
- 4. SpEd Graduate Coordinator
 - a. Meet with prospective students
 - b. Assign advisors
 - c. Review graduate applications
 - d. Review SpEd Grad Program in consultation with SpEd faculty
 - e. Develop marketing plan for SpEd Grad program

- f. Review/approve graduate forms
- 5. Maintain SpEd bulletin board
- 6. Maintain SpEdwebpages

D. EECE Coordinator—John Benson

- 1. Essay coordination
 - 1. identify time and dates
 - 2. identify reviewers
- 2. PFY coordination
 - 1. Meet with faculty to review and revise PFY program
- 3. EECE 448
 - 1. Develop a plan for addressing reading standards
- 4. Maintain the EECE bulletin board
- 5. Maintain the EECE webpages
- 6. Develop a plan for a 120 credit major

E. Coordinator of Ed Studies—Dean Mollerud & Steve Grineski

- 1. Grad Council Representative—Steve Grineski
 - i. Attend Grad Council as C & I representative
 - ii. Reporting information to STL chair, program Coordinators, STL faculty
- 2. ED 205 oversight
 - i. communicating syllabus to 205 instructors
 - ii. ordering textbooks for 205
- 3. Secondary/K-12 Master Advisor—Dean Mollerud
 - i. Communicate with content area people and report to Program Coordinators and STL faculty
- 4. ED Core
 - i. Signing off for ED core—Dean Mollerud
 - ii. Review, update, improve “flow” of ED Core
- 5. On-site scheduling and staffing—Dean Mollerud
 - i. Identify schedule and course offering for on-site courses
- 6. Off-site coordinator of Grad Curriculum—Steve Grineski
 - i. Identify schedule and course offering for off-site graduate courses
- 7. Review/approve grad forms for C & I—Steve Grineski

Important items to be addressed: (Dean Walseth)
 Diversity in Curriculum
 Dragon Core
 Ed Psych