**Additional duties, currently performed by Associate Director of the School of Food and Agriculture, to be re-assigned to faculty in Animal and Veterinary Sciences:**

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| **Animal and Veterinary Sciences Undergraduate Program Coordinator Tasks**  **(January 2017)** |
| * Study away forms |
| * Sign degree exception forms (should be generated by advisors first) |
| * Passing on messages from the associate dean's office to program faculty |
| * Serve as program contact person on the appropriate websites and for Associate Dean Criner’s office |
| * Meet with, or correspond with, internal and external transfer students, evaluate transcripts, get their schedules sorted out, keep as advisees for 1-2 semesters |
| * Assign advisors for incoming students and communicate these assignments to academic staff |
| * Meet with prospective students and families |
| * Attend summer new student orientation, meet with students and parents |
| * Lead program faculty discussions of potential revisions to courses or program requirements |
| * Certify graduation\* |
| * Attend graduation |
| * Attend Open Houses and Accepted Student Days and/or arrange for other program faculty and students to do so |
| * Attend Associate Dean’s program coordinators meetings and School academic affairs meetings |
| * Update content of program posters, brochures, curriculum check sheets (as needed) |
| * Work with faculty to document assessment of learning outcomes and program outcomes |
| * Assure program accreditation or approval requirements are being met, as necessary |
| * Manage wait lists for program classes, as necessary * Generally be available during the week to meet with students and faculty as needed |