

Memorandum

To: Deans and Faculty

From: Dr. Light Provost

Date: 1/10/2018

Re: Guidance for UIW Academic Program Coordinators and Chairs

The 2017 site visit from SACSCOC to our second location in Mexico highlighted an important need to clarify our responsibilities for program coordination across all UIW locations.

GUIDANCE FOR ALL INSTRUCTORS

All the contributing faculty instructors share some of this responsibility. For example, all instructors need to help assess student learning, and provide input and feedback to the program coordinator. All instructors are also obliged to follow guidance for any commonalities prescribed across all sections, such as common textbooks, readings, prompts or topic areas for some assignments, or common exam questions.

GUIDANCE FOR COORDINATORS AND CHAIRS

The UIW Faculty Handbook has a thorough narrative [in Chapter 2] on the responsibilities of program chairs and coordinators. The guidance here adds detail to those responsibilities [referenced by Handbook line item] in the context of programs taught at UIW's remote locations.

- [3] The provost's representative on each curriculum council is responsible for conveying curriculum updates to faculty at all relevant UIW locations. Faculty coordinators will follow up to ensure that all locations employ the most current curricula.
- [4] Coordinators will lead the assessment of student learning in at least one learning outcome each year. Assessments should integrate faculty input from all locations, to collect student samples, and to solicit ideas for program improvement, since follow-up strategies based on the findings are likely to depend on the local teaching environment.
- [8] Coordinators will help the provost assure the adequacy of faculty qualifications for all modes of learning, and for all locations. The provost will review those qualifications at least annually.
- [13] Coordinators will meet with representative instructional faculty from all locations, in person or electronically, at least once a year. Faculty discussions will include planning and assessing student learning, and any departmental guidance for consistency of outcomes and materials throughout the program.
- [12/14] The provost and VP for International Affairs will budget for at least one trip per program every three years, either for the San Antonio faculty coordinator to visit the international locations, or for the international coordinators to visit the San Antonio campus.