

Faculty Support Personnel

Associate Dean for Academic Program Support and Student Success

Associate Dean: Dr. Lingguo Bu

Curriculum and Academic Program Oversight

- Program Oversight and Support for Undergraduate Programs
- Coordinate the development of undergraduate classes from conceptualization to approval by School and University curriculum committees
- Communicate and collaborate with other entities across campus regarding the undergraduate curriculum
- Coordinate implementation of academic policies and regulations
- Coordinate implementation of communicated policies of University and state agencies (ISBE) regarding academic policy matters, legislation, regulations, and requirements to the program
- In collaboration with Program Coordinators, review and revise the University catalog regarding matters related to program requirements and schedules
- Review and update catalog descriptions, websites, and other documents to reflect current program requirements, faculty, and accreditation status
- Collect course syllabi
- Review course syllabi as needed for course articulation/transfer credit

Course Scheduling and Instructional Support

- Coordinate the development and submission of class schedules
 - Monitor course registrations and make appropriate adjustments in course schedules and instructor assignments in cooperation with programs and faculty
 - Oversee class scheduling; monitor class enrollment, add sections, cancel low-enrolled classes, and assign adjuncts if needed
 - Coordinate course load scheduling to include flexible scheduling to meet the demands of the program while also facilitating faculty research and writing opportunities
-

Student Support and Engagement

- Meet with students as appropriate regarding concerns about classes, faculty, and policies
- Oversee student grievance process
- Participate in student recruitment and retention efforts
- Oversee Scholarships

Administrative and Operational Coordination

- Supervise the maintenance of program records
- Ensure school websites are regularly updated
- Serve as ex officio member of the Program Coordinator Committee
- Grants Support
- Coordinate Lake County College and Rend Lake Marketplace Activities
- Lead community outreach activities
- Serve as proxy for the Dean upon request
- Other duties as assigned

Associate Dean for Graduate Programs, Faculty Success, and Continuous Improvement

Interim Associate Dean: Dr. Francis M. Kozub

Faculty Support

- Administer the hiring and recruitment of full-time and part-time faculty
- Evaluate full-time and part-time faculty, including conducting Annual Performance Reviews
- Review NTT and continuing contracts
- Coordinate workload
- Process graduate faculty status
- Guide faculty in constructing annual self-evaluation as part of the Workload review process
- Serve as “Director” for P&T process
- Assist faculty in constructing dossiers and documents for tenure and promotion.
- Coordinate and approve faculty travel and reimbursement of travel expenses.
- Serve in processes regarding faculty grievances.

Graduate Assistants and Teaching Assistants

- Supervise and evaluate Dean’s Office GAs
- Assign GAs and TAs
- Manage GA contracts
- Conduct graduation checks

Accreditation, Assessment, and Program Review

- Work with faculty to complete scheduled comprehensive program reviews in accordance with regulations
 - Work with program coordinators to develop and implement assessment plans to evaluate program effectiveness
 - Support program coordinators in writing Program Assessment reports for submission to the Associate Provost for Academic Programs and external accrediting bodies
-

Graduate Programs Oversight

- Program Oversight and Support for Graduate Programs
- Coordinate the development of graduate classes from conceptualization to approval by School and University curriculum committees
- Communicate and collaborate with other entities across campus regarding the undergraduate curriculum
- Serve as PhD and EdD Coordinator, establishing processes for matriculation, maintaining records, and working with dissertation chairs to follow Graduate School guidelines and procedures
- Coordinate master's level course load scheduling to include flexible scheduling to meet the demands of the program while also facilitating faculty research and writing opportunities
- Call Dissertation and Project Director Meetings
- Coordinate graduate level course load scheduling to include flexible scheduling to meet the demands of the program while also facilitating faculty research and writing opportunities

Administrative and External Support

- Supervise the maintenance of graduate program records
- Ensure school websites are regularly updated
- Serve as ex officio member of the SOE Academic Affairs Committee
- Serve as ex officio member of the Program Coordinator Committee
- Serve as proxy for the Dean upon request.
- Other duties as assigned.

TEP Director

Interim Director: Brandi Sapp

- Oversight and Support for EDUC Classes
 - Coordinate program participation in CAEP (accreditation) & ISBE accreditation and assessment efforts
 - Prepare the submission of reports required by accreditation and licensure IBEH, Title II, & CAEP
 - Coordinate licensure, placements, supervision
 - Schedule and meet with interns and student teachers
 - Coordinate Clinical Supervisors (CS)
 - Conduct annual evaluation of CSs
 - Regularly meet with Clinical Supervisor
 - Lead Student Teaching meetings
 - Work with Associate Dean hire and assign Clinical Supervisors
 - Work with Associate Dean on workload for Clinical Supervisors
 - Referee the resolution of dispositions and concerns regarding students in field placements
 - Participate in student recruitment and retention
 - Meet with superintendents, principals, district staff to facilitate field placement sites
 - Lead and conduct monthly PIAC meetings
 - Conduct other duties as need
-

Program Coordinators

Initial Teacher Education

Lavern Byfield

- Child and Family
- Early Childhood
- Elementary Education
- Secondary Education
- Special Education
- MAT
- Undecided Education

Graduate Education

Heid Bacon

- EdD
- PhD
- M.S.Ed. Curriculum & Instruction
- Quantitative Methods
- CSP (Higher Education)
- Educational Administration

Professional Practice

Ahmed Al-Asfour

- OLID Graduate
- OLID Undergraduate

Collaborate with the Dean, Associate Deans, and Program Faculty to:

- Organize and lead monthly program faculty meetings
- Meet weekly with Program Coordinator, TEP Director, & Associate Deans
- Coordinate the development of classes by School and University curriculum committees
- Complete scheduled comprehensive program reviews in accordance with regulations
- Complete program assessment and assessment of courses
- Communicate and collaborate with program coordinators as appropriate
- Reviewing course offerings each semester and continuously evaluating existing course programs of study and sequence of courses to ensure alignment with national, state, and/or accrediting body standards.
- Work with program faculty to collect, analyze, and interpret student data from key assessments as identified in the program assessment plan
- Write program assessment reports for submission to the Associate Provost for Academic programs and external accrediting bodies
- Participate in searches and instructors for courses within the School
- Orient new and continuing instructors to the expectations for program courses
- Collaborate with the School's advising office and guiding students in their course of study to ensure adequate progress toward degree completion and/or licensure, including meeting with prospective students as part of the recruitment process
- Referee the resolution of dispositions and concerns regarding students
- Participate in student recruitment and retention; and conducting other duties as need
- Work with TEP Director on the submission of reports required by accreditation and sanctioning agencies including the IBEH, Title II, CAEP
- Review and approve/deny grade change requests