

Associate Dean for Academic Program Support and Student Success

Associate Dean: Dr. Stacy Thompson

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
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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
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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
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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. Brad Colwell

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.
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Graduate Assistants and Teaching Assistants

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

Dr. Nancy Mundschenk

- 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
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ProgramS Coordinator

<p style="text-align: center;">Initial Teacher Education Stacy Morgan</p> <ul style="list-style-type: none"> • Child and Family • Early Childhood • Elementary Education • Special Education • Undecided Education • Secondary Education • MAT 	<p style="text-align: center;">Graduate Education Heid Bacon</p> <ul style="list-style-type: none"> • EdD • PhD • C&I MSED • Quan
<p>Professional Practice Gary Kelly</p> <ul style="list-style-type: none"> • OLID Graduate • OLID Undergraduate • CSP (Higher Educ) • Education Administration 	

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

- Organize and lead monthly program faculty meetings
- Meet weekly with ProgramS 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