

**MS in Environmental Studies Program**  
**Response to Dean's Response to the PPR**  
**May 9, 2017**

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Several of the Dean's recommendations in the PPR have already been initiated by the program or will be as time allows in the coming year or two. These include the recommendation that the coordinator collaborate with the Dean's office to develop plans for recruitment, curriculum, and enrollment, and plans for advising and advertising materials. The speed and completeness of these processes will be dependent upon the time available for the coordinator to undertake work in addition to the day to day operations of the program.

Given that most of the recommendations in one way or another place additional demands on the coordinator's time (and also that of the Graduate Advisor), the most pressing of the Dean's recommendations is the development of a job description for the Coordinator. Since no formal job description for Program Coordinators exists in University Policy, the program coordinator will work to prepare a job description based upon the UPS for Department Chairs. Although the Dean identifies this as the work of the Program Council, for many reasons the initial draft has been prepared by the program coordinator.

We take UPS 211.000 (Effective Date: 1-30-13) on the duties of chair as a starting point, indicating differences or additions relevant to the ENST program in italics.

The *Coordinator* shall exercise appropriate leadership in assisting the *program* in its determination of objectives, policies and procedures by which its business shall be conducted, while at the same time preserving the democratic procedures of the *program*. Additionally s/he shall actively seek out and include faculty participation in the decision-making processes of the *program*. S/he also shall preserve the individual rights of the *program* faculty within the context of the priorities of *program* needs and concerns.

The *Program Coordinator* shall initiate a periodic review of all policies, procedures, objectives, and curricula in order to make them effective and consistent with University, College, accreditation, and Program Performance Review policies and standards.

The *Program Coordinator* is responsible for implementing *program*, College and University policies. S/he therefore has the concomitant authority to fulfill these responsibilities. In the case of faculty personnel decisions, however, s/he may evaluate and recommend for retention of part time faculty.

The *Program Coordinator* is responsible for the operational functions of the *program* and shall

conduct them in a systematic and professional manner. This will include the supervision of and/or delegation of duties to all *program* employees, including faculty in non-instructional assignments, staff, student assistants, and academic student employees, consistent with the respective Collective Bargaining Agreements and *program* policies.

As the *program's* liaison to the administration, the *Coordinator* is responsible for initiating certain actions and for making administrative decisions. For these s/he is accountable to the *program*, but may act without the prior approval of the *program*.

The *program Coordinator* should be informed of University policies and proposed policies affecting his/her *program*. The *coordinator* is responsible for informing his/her *program council* of University policies and proposed policies affecting the *program*.

The *Coordinator* shall provide an appropriate means for the involvement and participation of students in *program* affairs.

The *Coordinator* shall facilitate academic advisement for students majoring and minoring within the department.

*The coordinator oversees all independent study, internship, project and thesis courses. Unlike departments where each faculty member has numbers assigned for independent study or project/thesis, due to the campus-wide nature of this program the program coordinator is responsible for grades and change of grade forms. This requires tracking and follow up. Internships are overseen entirely by the program coordinator.*

*The coordinator works to build and maintain alumni connections to help foster the professional growth of students. This might include fundraising for student support.*

*The coordinator processes all applications and oversees the entire admissions process. This involves recruiting through existing networks, advising prospective students, following up to locate missing materials in incomplete applications, evaluating applications, and sending admissions memos and welcome letters.*

*The coordinator works with the graduate advisor to develop orientation materials for new students and to create a program specific new student orientation event.*

*The coordinator works with the graduate advisor to create the twice a year student project and*

*thesis presentation event.*

*The coordinator attends recruitment events, often with the graduate advisor, on and off campus.*

*The coordinator meets with program faculty to maintain good relations, track research interests for student advising, and generally oversee student interactions with faculty across campus.*

*The coordinator meets with department chairs to coordinate or at least be aware of course offerings for Cross Disciplinary electives, discuss new course development, and generally keep up with departmental expectations for ENST students and faculty who work with them.*

*The coordinator works to develop career workshops with alumni and community partners. The coordinator is also first contact for internship announcements and development, and for job opening announcements.*

*The coordinator creates events to bring together students and faculty in the program and also to raise the visibility of the program on and off campus.*

### **Support for interdisciplinary and cross-college programs**

*The external reviewers identified challenges specific to the support and development of an interdisciplinary graduate program housed in one academic college (H&SS), but which involves the collaboration of faculty from several colleges. To date, financial and logistical support has been provided by H&SS, but more direct support from other participating colleges would strengthen the program. Securing such support would be challenging, particularly in a time of restricted budgets and must include conversations among the faculty and chairs of participating departments as well as among the respective Deans. In addition, agreements recognizing faculty contributions to the Environmental Studies Program as part of the RTP process in all participating colleges would honor the significance of interdisciplinary research and teaching at CSUF.*

The nature of this program means that this is an ongoing issue that the program coordinator spends a great deal of time attempting to address. Conversation with Dean Fontaine appeared to indicate that these conversations would at least be initiated at the chair level. Thus, the program coordinator would need to devote time to meeting with department faculty and chairs to come up with creative ways to allow departments to provide more support to the program. This is a good example of the ways in which the ENST program coordinator position differs from that of a department chair as the program coordinator spends more time building and maintaining good relations with the departments that contribute to the governance and success of the program.