

**CREDIT UNIT ASSIGNMENT STRATEGY FOR:
DISCIPLINARY AND INTERDISCIPLINARY COORDINATORS
AND PROGRAM FACILITATORS**

Identification of coordinators and program facilitators.

The five criteria used to identify coordinator and program facilitator assignments were:

- Program-dedicated faculty and staff
- Degree and/or certification program or sequence
- Provides academic support and/or instruction
- Special initiative (college or university)
- Provides service courses for degree completion

Those assignments that were not identified as coordinators or facilitators most often were categorized as belonging to department/program activities or special assignments made by the college (dean) or the university (provost). Table 1 identifies coordinator, program facilitator and other administrative unit assignments.

Coordinator Activities.

Table 2 lists activities performed by coordinators that may be part of the key #20 (coordinating) assignment. The list does not represent required coordinating activities but should be used in discussions between chair and coordinator about their respective roles and responsibilities.

Institutional Studies Data and derived scores.

The proposed credit unit assignment strategy uses scores derived from the NEIU Institutional Studies Fall and Summer 2004 enrollment data. Future workload assignments will use the previous fall and summer data. For example, the 2006-07 workload assignments will use scores derived from Fall and Summer 2005 enrollment data.

The following scores (and formula) are used in the credit unit assignment strategy for Fall-Spring and Summer workloads. Scores for 2005-06 assignments appear in Tables 3 and 4.

Program Score: SCH-fall + Majors + Grad Students + Minors + Specialized Space/Equip (labs-studio)

SCH = 1 pt./1000 SCH
Majors = 1 pt./50 students
Minors = 1 pt./100 students
Grads = 1 pt./50 students
Space/Equip = 1 pt/Admin. Unit.

Student Score: Majors + Grad Students + Minors.

Summer Score: Student score/2 + SCH-summer

Summer advising cu allocation: 1/3 of Fall-Spring cu allocation defined in guidelines

% Summer adjustment: SCH-summer/SCH-fall

DISCIPLINARY and INTERDISCIPLINARY PROGRAM COORDINATORS

FALL – SPRING SEMESTER ASSIGNMENT

All Coordinators (Teaching Professionals or Instructors) of disciplinary or interdisciplinary degree program units receive a minimum of 6 credit units (3 cu/semester). An adjustment to the initial 6 credit unit assignment is determined by the program score. Instructional expectation will be reduced to reflect the coordinator assignment for Teaching Professionals. For example, a Teaching Professional assigned 6 credit units for key 20 will have a reduced instructional expectation of 11 – 14 credit units for Fall-Spring. Instructional assignments in excess of 14 credit units are compensated at the instructional overload rate for Teaching Professionals. Non instructional assignments in excess of 27 total credit units are compensated at the non instructional overload rate.

An Instructor who is assigned coordinating responsibilities will have the assignment included as primary duty (or instruction). Instructor assignments in excess of 24 credit hours will be compensated at the overload rate for instructors.

KEY 20 ASSIGNMENT STRATEGY FOR FALL-SPRING

Fall-Spring Assignment = Six credit units + program score adjustment

1. Assign 6 credit units for Fall-Spring
2. Calculate Program scores (previous fall data, e.g., F04) for all programs within merged departments in a college
3. Calculate the mean* program score for the programs. (* use median value if distribution is skewed)
4. Compare program score to mean program score.
5. If program score is less than or equal to the mean program score, then coordinator receives 3 cu/semester
6. If program score is greater than mean program score, then add .25 cu for each .5 difference in the program score.
7. Add program adjustment value to six credit units.

OTHER ADMINISTRATIVE ASSIGNMENTS (KEYS 18 –28)

Fall-Spring cu allocation per credit unit guidelines allocated to coordinators who are assigned advisors (key #19). Assignment of advising credit units must be consistent with the department/program advising plan.

Additional credit units may be added for other administrative assignments such as special recruitment or retention initiatives. See Table 2 for activities that are not included in key #20 activities for coordinators.

Additional credit units assigned as Special College or University Level Assignments (key #25) for community outreach and/or program development.

SUMMER SESSION ASSIGNMENT FOR COORDINATORS

KEY 20 ASSIGNMENT STRATEGY

Summer assignment = Two credit units + summer score adjustment + % summer adjustment.

1. Assign two credit units for Fall-Spring
2. Calculate program summer scores (previous summer data, e.g., Sum 04) for all programs within merged departments in a college
3. Calculate the mean* summer score for the programs. (* use median value if distribution is skewed)
4. Compare program summer score to mean summer score.
5. If program summer score is less than or equal to the mean summer score, then coordinator receives 2 cu for the summer. If the summer score is less than one, then a two credit unit assignment for summer is contingent upon a statement of goals developed by the coordinator and chair.
6. Summer score adjustment. If program summer score is greater than mean summer program score, then add .5 cu for each increment of one point difference in the program score. Add adjustment value to two credit unit assignment.
7. % summer adjustment: Add 1 cu if greater than 50%. Add to two credit unit assignment.
8. Schedule. The chair and coordinator will identify a summer schedule that provides adequate access for students, staff and administrators.

OTHER ADMINISTRATIVE ASSIGNMENTS

KEY 19 ADVISING

Assign advising CUs if no faculty/staff are assigned to do summer advisement. Use summer advising CU allocation to determine advising credit units for summer. Assignment of advising credit units must be consistent with the department / program advising plan. If an advising assignment is made then the chair and bargaining unit member must identify a summer advisement strategy and schedule designed to meet the needs of current and prospective students.

KEYS 18 – 28

Additional credit units may be added for other administrative assignments such as recruitment or retention initiatives (See credit unit guidelines.) Additional credit units assigned as Special College or University Level Assignments (key #25) for community outreach and/or program development.

PROGRAM FACILITATORS AND ADVISORS (formerly undergraduate-graduate program coordinators)

FALL – SPRING SEMESTER

KEY 19 ADVISING

The number of available advising credit units for Fall-Spring is determined by formula described in credit unit guidelines. Assignment of advising credit units to Program Facilitator and Advisor must be consistent with the department / program advising plan.

KEY 21 ASSIGNMENT STRATEGY (if appropriate)

Using the coordinating activities check list (Table 5), the chair (and coordinator, if appropriate) and program facilitator determine the activities to be performed during Fall-Spring. Factors such as program size, complexity, number of activities, state of program development and other similar variables should be used when a credit unit value is assigned for the activities. Activities performed by the program facilitator that do not appear on the check list should be identified and assigned under key 21 unless activity falls under other administrative assignment key.

OTHER ADMINISTRATIVE ASSIGNMENTS (if appropriate, Keys 18-28)

Additional credit units may be added for other administrative assignments such as special recruitment or retention initiatives, or program development, or community outreach.

SUMMER SESSION

KEY 19 ADVISING

Use summer advising CU allocation to determine advising credit units for summer. Assignment of advising credit units must be consistent with the department / program advising plan. If an advising assignment is made then the chair and program facilitator and advisor must identify a summer advisement strategy and schedule designed to meet the needs of current and prospective students.

KEY 21 ASSIGNMENT STRATEGY (if appropriate)

Using the coordinating activities check list (Table 5), the chair (and coordinator, if appropriate) and program facilitator determine the activities to be performed during Summer. Factors such as program size, complexity, number of activities, state of program development and other similar variables should be used when a credit unit value is assigned for the activities. Activities performed by the program facilitator that do not appear on the check list should be identified and assigned under key 21 unless activity falls under other administrative assignment key.

OTHER ADMINISTRATIVE ASSIGNMENTS (if appropriate, KEYS 18 –28)

Additional credit units may be added for other administrative assignments such as recruitment or retention initiatives, or program development, or community outreach.

TABLE 1
Identification of Coordinators, Program Facilitators and Other Administrative Assignments

Anthropology Chemistry Earth Science Early Child Economics ELEAD School Elementary Education Exercise Science Geography & Environmental Studies Human Resource Development Justice Studies Linguistics Philosophy Physics Rehabilitation Counseling Social Work Sociology	African and African American Asian Studies Bilingual Bicultural Educational Foundations English Language Program Math Development MBA/MSA (Graduate Studies in Business) Latino/Latin American Studies (LLAS) Reading Development Women's Studies
PROGRAM FACILITATOR AND ADVISOR	DEPARTMENT/PROGRAM ASSIGNMENT
Dance Gerontology Health/Wellness – HPERA HPERA-PE LEAD - JCICS LEAD Chief Business LEAD Higher ED Math MA-ED SCED – College of Arts & Sciences Special Education – undergrad Special Education MA TED MAT ELED TED MAT SCED TED MSI ELED TED MSI SCED TCP ELED TCP SCED Other Graduate Degree programs	Art Gallery Colloquia Counseling Practicum/Internship Math 110/111 Middle School Endorsement Social Work Field Stage Center
SPECIAL ASSIGNMENT (COLLEGE – UNIVERSITY)	
CASEP Ensemble Espanol Lake County Learning Communities Reading Clinic Research & Creative Activities Symposium Special Education Clinic Learning Center University Seminar Weekend Institute	

TABLE 2

ACTIVITIES COMMONLY PERFORMED BY COORDINATORS

1. Fiscal Agent and/or budget oversight
2. Staff supervision and evaluation (includes civil service, student aide, work study, or other support staff)
3. Program Office Operation – Pushing paper
4. Dissemination of Information to Faculty, staff and students
5. Plan and implement course schedules – main campus
6. Plan and implement course schedules – JCICS, El Centro and/or remote instructional site
7. Registration/enrollment oversight – adding and/or deleting courses
8. Plan, schedule and lead program meetings
9. Insure Program representation to Faculty Governance groups and/or Dean’s Council
10. Insure curriculum review
11. Collaborate with chair/admin to insure effective operation of program/unit
12. Program liaison with other administrative unit (Enrollment services, Facilities Management, Payroll, etc.)
13. Recruit/interview non tenured teaching staff
14. Recruit/interview non teaching support staff
15. Participate in the workload assignment of teaching staff (not in BU)
16. Serve as a resource for the chair in the development of workload assignments for bargaining unit staff
17. Triage agent for Faculty/Teaching staff problems
18. “First contact” for program information– new students, parents and other institutions
19. Assign students to program advisors
20. Insure dissemination of program information/updates to majors, minors and graduate students
21. Coordinate production of assessment/annual report
22. Oversight of program assessment activities
23. Review content on program webpage
24. Oversight of recruitment and retention activities

ACTIVITIES NOT COMMON TO ALL COORDINATORS

1. Purchase, install and maintenance activities – equipment and specialized instructional space
2. Insure Program representation to local and professional communities
3. Coordinate evaluation activities for teaching staff (not in BU)
4. Coordinate evaluation activities (DPC) for bargaining unit staff
5. Identification of Professional Development opportunities in teaching, research and service
6. Mentoring new teaching staff (not in BU this includes part time or visiting lecturers)
7. Program “ombudsperson” – student problems
8. Conduct orientation meeting/intake interview with new students
9. Coordinate review of graduate tuition waivers
10. Process intent to graduate forms (major/minors)
11. Identify/develop student research or internship opportunities
12. Identify and advise student of award, grant and fellowship opportunities
13. Oversight of comprehensive exam administration (scheduling and organizing)
14. Comprehensive exam advising
15. Proctoring comprehensive exam
16. Writing (and/or) grading comprehensive exam
17. Evaluating admission applications
18. Evaluating candidacy applications
19. Other to be approved by UPI and NEIU (submit request)

ACTIVITIES NOT INCLUDED IN COORDINATOR RESPONSIBILITIES UNDER KEY 20

1. Development and/or implementation of program assessment plan
2. Oversight and implementation of program review or accreditation activities (e.g., IBHE, NCATE, etc)
3. Write report of program review or accreditation report
4. Program Advisor (major, minor, graduate students) assigned
5. Oversight and implementation of student recruitment special initiatives
6. Oversight and implementation of student retention special initiatives
7. Advisor to student organization or honors society
8. Oversight and implementation of special alumni events

- 9. Web page development and/or major revision-reorganization
- 10. Web page maintenance and updating

TABLE 5

PROGRAM FACILITATOR AND ADVISOR ACTIVITIES CHECKLIST

Please Check All That Apply For Fall-Spring (Or Summer) For those checked, indicate F (frequently) or O (occasionally)	
Y	Y
	Fiscal Agent and/or budget oversight
	Evaluating candidacy applications
	Staff supervision and evaluation (includes civil service, student aide, work study, or other support staff)
	Evaluating admission applications
	Program Office Operation – Pushing paper
	Writing (and/or) grading comprehensive exam
	Dissemination of Information to Faculty, staff and students
	Proctoring comprehensive exam
	Plan and implement course schedules – main campus
	Comprehensive exam advising
	Plan and implement course schedules – JCICS, El Centro and/or remote instructional site
	Oversight of comprehensive exam administration (scheduling and organizing)
	Registration/enrollment oversight – adding and/or deleting courses
	Identify and advise student of award, grant and fellowship opportunities
	Plan, schedule and lead program meetings
	Identify/develop student research or internship opportunities
	Insure Program representation to Faculty Governance groups and/or Dean’s Council
	Process intent to graduate forms (major/minors)
	Insure curriculum review
	Coordinate review of graduate tuition waivers
	Collaborate with chair/admin to insure effective operation of program/unit
	Conduct orientation meeting/intake interview with new students
	Program liaison with other administrative unit (Enrollment services, Facilities Management, Payroll, etc.)
	Program “ombudsperson” – student problems
	Recruit/interview non tenured teaching staff
	Mentoring new teaching staff (not in BU this includes part time or visiting lecturers)
	Participate in the workload assignment of teaching staff (not in BU)
	Identification of Professional Development opportunities in teaching, research and service
	Recruit/interview non teaching support staff
	Coordinate evaluation activities (DPC) for bargaining unit staff
	Serve as a resource for the chair in the development of workload assignments for bargaining unit staff
	Coordinate evaluation activities for teaching staff (not in BU)
	Triage agent for Faculty/Teaching staff problems
	Insure Program representation to local and professional communities
	“First contact” for program information– new students, parents and other institutions
	Purchase, install and maintenance activities – equipment and specialized instructional space
	Assign students to program advisors
	Insure dissemination of program information/updates to majors, minors and graduate students
	Coordinate production of assessment/annual report
	Oversight of program assessment activities
	Review content on program web page
	Oversight of recruitment and retention activities