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| Themes | Redirect | Collaborate |
| Supporting Students | Tracking/documentation | Overseeing health and safety (labs) |
| Program Integrity (QA, PAC, Orientation, best practices | Academic appeal | Student awards |
| Supporting Faculty | Dealing with faculty issues | Organize training |
| Communication (1st Point of Contact) | Marketing “machine” (processes, activities) | Supporting community with volunteer activities |
| Teaching | Scheduling – producing timetables | Articulation agreement discussions |
|  | Course outline approval | Special events planning |
|  | Academic offenses | Interviews |
|  | Bursaries | Triage |
|  | Graduation – analysis/qualification | Work with Registrar/alumni relations |
|  | Material ordering | Applied research coordination |
|  | Employment agent | Update program manuals |
|  | Legislative training  | Organizing guest speakers |
|  | Budgeting | Organizing cross-curricular events |
|  | Articulation agreements | Admission requirements |
|  | Student council meetings | Multiple delivery modes |
|  | Parents | Interview/recommend faculty |
|  | Managing bursary students | SME on other committees |
|  | Covering absent faculty | Volunteer committees e.g. REB |
|  | T.A.’s  | Student probation |
|  | International Exchange Students | Content of marketing strategy/function |
|  |  | Scheduling requirements for PT faculty  |
|  |  | PLAR/advance standing |
|  |  | Course outline revision |
|  |  | Field placement assessment |