**Doreen Transition List**

Your job: people/curriculum – people =

* 4 staff
* 4 continuing faculty members (+2)
* 25+ adjunct faculty members
* 175(ish) students

**Training and Access**

* “O” drive
* Banner (Lorri)
* HR
	+ Certifying non-exempt schedule
	+ Hourly employees (students) time keeping
	+ Leave system for exempt employees
* Change NASPAA principle rep (Jan – done?)
* Admin access to approve ILCs (Lorri?)
* Blanket travel authority

**Meetings**

* Lorri Moore (Walter’s support office)
* Amy Betz
* Financial Aid Director -Tracy Hall & Colby Morelli (our financial aid “rep”)
* Other graduate program Directors
* Registrar – Elaine
* Walter N.
* Susan Bustetter,– Web team
* Advancement – Amanda Walker and Abby Kelso
* Marketing, Communication and College Relations – Todd Sprague
* Enrollment Services – Steve Hunter

**General**

* Return to Evergreen
* Timing Document – when Director does what (on “O” drive)

**General**

* Who does what?
* Budget – show how to access and save as Excel files
* Advisory Board
* Newsletters
* Enrollment Planning and Management
* Scheduling (ARGH!)
	+ - History of Curriculum
		- History of Faculty load
* Program Reviews/Annual Report
* Faculty Handbook/Policies
* Student Handbook/Policies
* Annual Plan (from Director to Provost in September/October)
* Faculty/Staff meetings
	+ - Fall retreat
		- Faculty program governance (committees)
* Financial Aid
* Personnel (Staff)
* Hiring Adjuncts
* Problems/Conflict management/etc

List of Files on Outlook (where I file emails, therefore important issue areas):

* Accommodations
* Adjunct/visiting faculty
* Admissions
* Advising
* Advisory Board
* Alumni
* Assessments/Review
* Budget
* Catalog
* Classes – syllabi, etc
* College administration
* Committee work
* Community
* Contracts – students
* Curriculum
* Enrollment mgmt
* Events
* Faculty hiring
* Staff/Faculty meetings
* Financial aid
* General administration
* Graduation
* Handbooks
* Hyogo Prefecture
* Requests for leaves/students returning from leaves
* Listserves
* Mailing lists
* Marketing/promotion
* MPA.MES joint degrees
* Newsletters
* Orientation
* Personnel – faculty
* Planning
* Policy
* Prerequisites requests/transfer credits
* Recruitment
* Scheduling (by year)
* Staff (by individual)
* Student workers (by year)
* Students – problems
* Theses
* Tribal
* Website
* Withdraw (students)

**MPA Director Duties**

**Annual Monthly “Blow-by-Blow”**

**September**

* Orientation
* Staff/Faculty Retreat (usually 1, six hour day, including lunch, during the week before classes start) – begin planning in July. Set agenda for year, committee assignments, meeting schedule (Mondays after tribal weekends to accommodate Linda), etc.
* Generate contact list of faculty/staff for academic year
* Schedule quarterly meetings with Enrollment Services Staff and all Grad Programs, + Walter
* Hiring needs for next academic year?
* Marketing/recruitment needs for year? Need new catalogs? Any other printed materials?
* Orientation for Adjunct Faculty – distribute email that lists everything for them
* Individual Contracts – students; approval process
* Accommodations?

**October**

* Individual Contracts – students; approval process
* NASPAA conference?
* Public service plans from faculty
* Begin to think about summer school – send out requests for class proposals, check with Dean to see how many classes you can schedule, ensure prereq (stats) is scheduled.
* Fall/Winter Newsletters?
* Hiring needs for next academic year?
* Send adjunct faculty evaluation teaching this term evaluation information email
* Schedule and hold tribal MPA meeting
* Check with all continuing faculty about individual work plans (should keep a 2-4 year rotation schedule)
* Check in with Winter adjuncts to see if they have everything they need (email addresses) and are ordering books
* Schedule and hold Advisory Board meeting before Leg session begins

**November**

* Begin planning next academic year’s schedule
* Finalize Winter schedule – hire any adjuncts, if needed. Build schedule on curriculum database, make sure call for course descriptions/syllabi are going out. Classroom space requests to be filed, etc.
* Work with Walter and Curriculum Deans on Faculty FTE for next academic year
* Summer school – choose classes, finalize schedule

**December**

* Registration opens and Academic Fair (an AD or you attend AF, faculty do not)
* Continue to work with Walter and Curriculum Deans on Faculty FTE for next academic year
* Staff – time off over holidays? “Close” program offices?
* Summer school – choose classes, finalize schedule
* Schedule and complete Jan’s annual evaluation (non-exempt employee)
* Individual Contracts – students; approval process

**January**

* Individual Contracts – students; approval process
* Accommodations?
* Next academic year’s schedule
* Graduation – hooding ceremony venue, whose turn as MC/choose plenary speaker, etc
* Continue to work with Walter and Curriculum Deans on Faculty FTE for next academic year
* Send adjunct faculty evaluation teaching this term evaluation information email
* Enrollment management for next academic year – size of cohort, etc
* Check in with Spring adjuncts to see if they have everything they need (email addresses) and are ordering books

**February**

* Next academic year’s schedule
* Next year’s budget
* Continue to work with Walter and Curriculum Deans on Faculty FTE for next academic year
* Admissions! (If a Tribal cohort year, tribal admissions continuous)
* Schedule and hold tribal MPA meeting
* Finalize Spring schedule – hire any adjuncts, if needed. Build schedule on curriculum database, make sure call for course descriptions/syllabi are going out. Classroom space requests to be filed, etc.

**March**

* Next academic year’s schedule
* Next year’s budget
* Continue to work with Walter and Curriculum Deans on Faculty FTE for next academic year
* Admissions (in earnest) – usually over Spring Break
* Registration opens and Academic Fair (an AD or you attend AF, faculty do not)
* Individual Contracts – students; approval process

**April**

* Individual Contracts – students; approval process
* Accommodations?
* Next academic year’s schedule- should be finalized
* Fall schedule in curriculum database
* Annual student survey (Survey Monkey) – get up and running to be posted Week 8, remind up through end of classes, paper copies to Core classes to get those who don’t fill out online
* Activate Survey Monkey account for May (Marshall Robinson – TSS)
* Spring Newletters
* Begin planning Graduation in earnest (most work done by Ads)
* Send adjunct faculty evaluation teaching this term evaluation information email
* Schedule and hold Advisory Board meeting after Leg session ends

**May**

* Annual student survey
* Schedule and hold tribal MPA meeting
* Next year’s Writing Assistant?
* Registration opens and Academic Fair (an AD or you attend AF, faculty do not)

 **June**

* Graduation
* End of year budget stuff?
* Annual Public Service Reports from Faculty (based on the plans they submitted last October)
* Information on next year’s adjuncts to Walter/Nancy M/Jan Sharkey for contracting, etc

**July**

* Student handbook updates?
* Annual report – download and analyze
* Schedule Director Annual Evaluation – Provost
* Schedule Annual Evaluations – Assistant Directors (complete by end of August)
* NASPAA conference?
* Check in with Fall adjuncts to see if they have everything they need (email addresses) and have ordered books
* Take some vacation!

**August**

* Take some vacation!
* Orientation
* Annual Report