

**ADDENDUM TO 2012 LETTER OF AGREEMENT  
PROGRAM COORDINATORS, DIRECTORS,  
AND OTHER DESIGNATED FACULTY  
BSHS-MSPA Track Coordinator and Pre-CD Track Coordinator**

**PRELIMINARY:** It is agreed that there are multiple faculty-administrative responsibilities connected to the Bachelor of Science in Health Science (BSHS) and related graduate programs. The Coordinator of BSHS shall be selected and compensated in accordance with the MOA on Program Coordinators. This MOA is intended to explicate the compensation/responsibilities of faculty who assume two other faculty-administrative roles within the School of Health:

- (a) Advisor to students in the Pre-P.A. program (Physician's Assistant (PA) and
- (b) Track Coordinator for Pre-Communication Disorders (Pre-CD).

BSHS will elect a Coordinator of BSHS in accordance with the Coordinator's Agreement, who will be compensated in accordance with that agreement, and who will assume responsibility for all tracks except for PA and Pre-CD, for no additional compensation.

In addition, the BSHS faculty will elect a faculty member to serve in to additional positions: (a) BSHS-MSPA Advisor, who may be the BSHS Program Coordinator or another eligible faculty member; and (b) Track Coordinator of BSHS-Pre-CD track, who may be the BSHS Program Coordinator or another eligible faculty member.

**COMPENSATION:** The BSHS-MSPA Advisor and the BSHS-Pre-CD Track Coordinator shall each be compensated by 4 TCH/year.

**RESPONSIBILITIES of BSHS-MSPA ADVISOR and LIAISON**

Creation, Development and Maintenance of Track

- (1) Meet with the Program Coordinator on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress. The Program Coordinator will incorporate these goals into the Annual Report and other pertinent documents.
- (2) Review all policies that pertain to the BSHS-MSPA Track yearly and reaffirm the BSHS mission, goals, Student learning Outcomes (SLOs) and theoretical framework yearly.
- (3) Fulfill the BSHS-MSPA Track Coordinators responsibilities as specified in the Agreement between Philadelphia University, Reliance Medical Group, and Stockton for a five –year combined BSHS/Masters in Physician Assistant Studies Program dated 11/28/11 and revision letter 1/25/13.

(4) Inform the Program Coordinator in a timely fashion of resources needed to accomplish the track goals.

### Students

(1) Chair the Stockton-Philadelphia University Joint Admissions Committee to evaluate high school applicants as described in the agreement between Philadelphia University, Reliance Medical Group, and Stockton dated 11/28/11 and revision letter 1/25/13. The Admissions Committee will also evaluate BSHS-MSPA Track students for continuation into the Philadelphia University graduate PA Program.

(2) Serve as preceptor to all BSHS-MSPA Track students, conduct an annual review, and ensure all successful candidates meet the terms of the Agreement between Philadelphia University, Reliance Medical Group, and Stockton.

(3) Serve as the first level of appeal in all matters relating to the academic activities of the track. This would include, but is not limited to, such matters as appeals regarding track degree requirements, assessment of transfer credits and grading appeals. If the matter cannot be resolved at the Program level, the communication with the Dean or designee should give reasons.

(4) Coordinate track activities in such areas as recruitment and course registration.

### Faculty

Participate in all BSHS program meetings as a representative of BSHS-MSPA interests within the Program. Insure records kept of these meetings reflect these interests. Communicate regularly with the Program Coordinator in all BSHS-MSPA matters.

### Liaison

(1) Act as liaison, when appropriate, to the BSHS Program as a whole and to other Programs with regard to BSHS-PA matters of joint concern, such as program requirements, curriculum development, and facilities requirements. Act as a liaison to external constituencies as it relates to the track, particularly Philadelphia University.

(2) Act as liaison between Philadelphia University graduate PA students (Stockton and non-Stockton) and Stockton in meeting the terms of the Agreement between Philadelphia University, Reliance Medical Group, and Stockton.

### Record Keeping and Reporting

(1) Assist in meeting Program reporting requirements. This will include, but not be limited to, the track portion of State-mandated five-year Program self-study,

accreditation documents, annual Program report, revisions in curriculum worksheets, College Bulletin, and pertinent Admissions information. These are to be submitted to the Dean through the Program Coordinator. Revise yearly the BSHS-PA Advisement and Policy Guide prior to the start of each academic year.

(2) Participate in recruitment efforts for the BSHS-MSPA Track by working closely with the Office of Enrollment Management at Stockton and Philadelphia University.

## **RESPONSIBILITIES of Pre-CD TRACK COORDINATOR**

### Creation, Development and Maintenance of Track

(1) Meet with the Program Coordinator on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress. The Program Coordinator will incorporate these goals into the Annual Report and other pertinent documents.

(2) Lead the faculty in monitoring and establishing Student Learning Outcomes (SLOs) appropriate to the BSHS Program mission and the disciplines of Speech Language Pathology and Audiology. Create and maintain an ongoing Pre-CD track assessment program.

(3) Lead the track faculty in creating a recommended teaching schedule for each academic term consistent with guidelines established by the Dean, and provide the schedule to the Dean or his/her designee. Assist the Program Coordinator in the scheduling of courses over a 3-year cycle to ensure that instructional offerings and requirements are met by the track faculty.

(4) Identify staffing needs of the Program as they relate to reported current and future curricular plans. Make recommendations for appointment of faculty, including adjuncts, to the Program. Assist in orientation of new and adjunct faculty.

(5) Inform the Program Coordinator in a timely fashion of resources needed to accomplish the track goals.

(6) Coordinate track faculty definitions of student learning outcomes appropriate to the track mission and maintenance of an ongoing assessment program.

### Students

(1) Coordinate advising to ensure that all advising obligations are met in a timely fashion, including verifying graduation certifications and Program distinction.

(2) Coordinate track activities in such areas as recruitment.

(3) Serve as the first level of appeal in all matters relating to the academic activities of the track and its faculty. This would include, but is not limited to, such matters as appeals regarding track degree requirements, assessment of transfer credits, grading appeals, and complaints regarding faculty within the track. If the matter cannot be resolved at the Program level, the communication with the Dean or designee should give reasons.

#### Faculty

(1) Conduct necessary meetings of the track faculty, keep records of its deliberations, and communicate regularly to the Program Coordinator.

(2) Lead the track faculty in ongoing discussions of curricular issues to facilitate meeting the Program's missions and goals. This would entail assisting in the coordination of the assessment activities.

(3) Participate in all BSHS Program meetings as a representative of the Pre-CD interests within the Program. Insure that BSHS Program minutes reflect these interests. Communicate regularly with the BSHS Program Coordinator in all Pre-CD matters.

#### Liaison

Act as or appoint liaison, when appropriate, to the BSHS Program as a whole and to other Programs with regard to matters of joint concern, such as Program requirements, curriculum development, and facilities requirements. Act as a liaison to external constituencies, including representing the Program in arranging articulation agreements with other institutions as it relates to the track.

#### Record Keeping and Reporting

(1) Assist in meeting Program reporting requirements. This will include, but not be limited to, the track portion of State-mandated five-year Program self-study, annual Program report, revisions in Program Guide, College Bulletin, and pertinent admissions information. These are to be submitted to the Dean through the Program Coordinator.

(2) Participate fully in BSHS Program Assessment.

(3) Assist with the transmittal of information and instructions, as appropriate, from the Dean and other officials of the College to members of the Pre-CD track faculty.

Note: This agreement was agreed to at the negotiations table on February 7, 2014. The official signatures do not seem to have been recorded, so this is completed now.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 28<sup>th</sup> day of January, 2015.

**TERM**

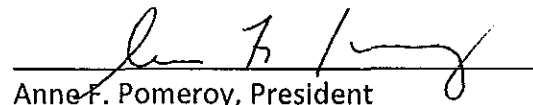
This Agreement shall remain in full force and effect from this date until August 31, 2018 unless modified by changes in the Master Agreement. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to August 31, 2018, or 30 days prior to August 31 of any succeeding year for which this Agreement is automatically renewed.

For Richard Stockton College

For the Stockton Federation of Teachers



Herman J. Saatkamp, President



Anne F. Pomeroy, President