

ST. CATHERINE
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School of Social Work

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Relationships

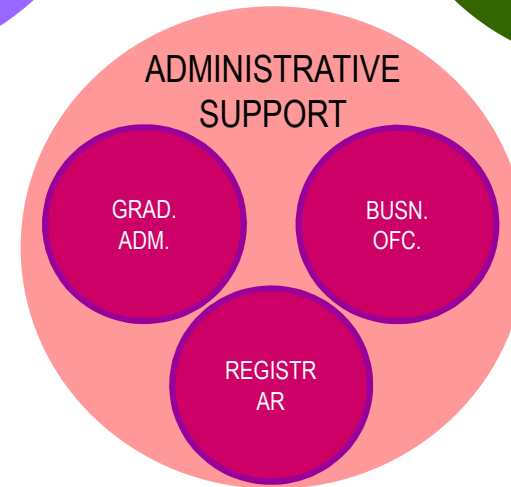
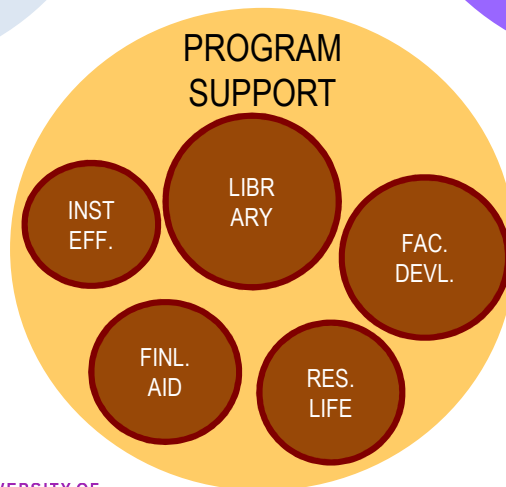
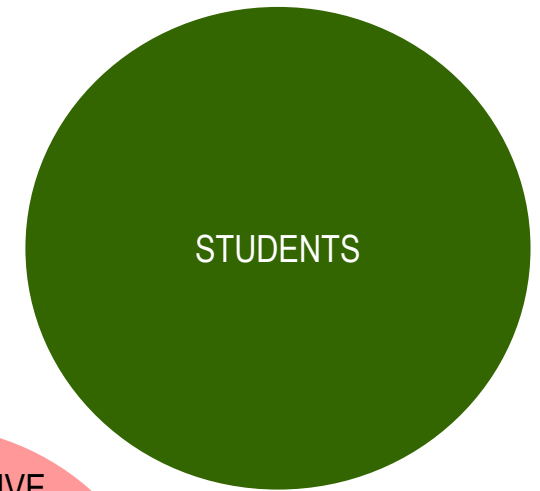
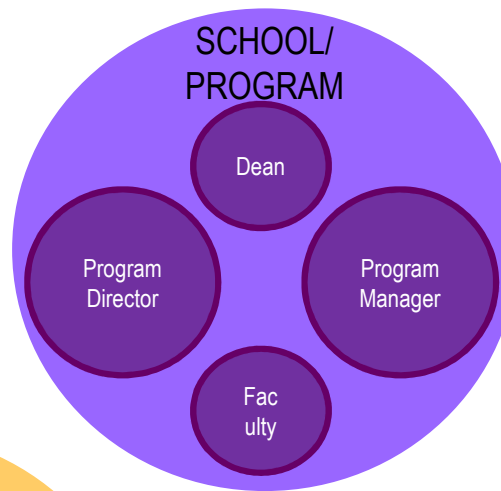
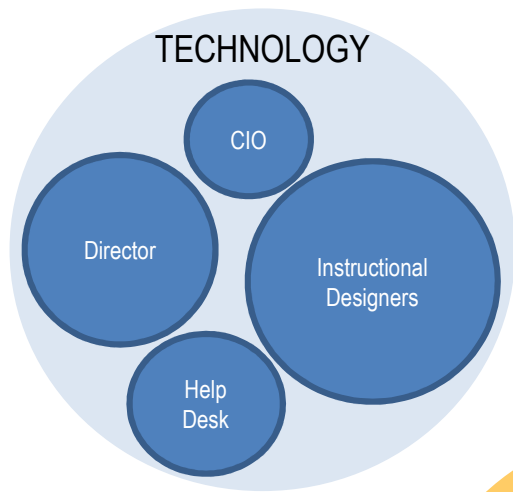
The Heart Of Implementation For *In-House* Program

Carol F. Kuechler, DSW Program Director
Barbara W. Shank, Dean
Hiyana Xiong, DSW Program Manager
April 2016, Indianapolis, IN

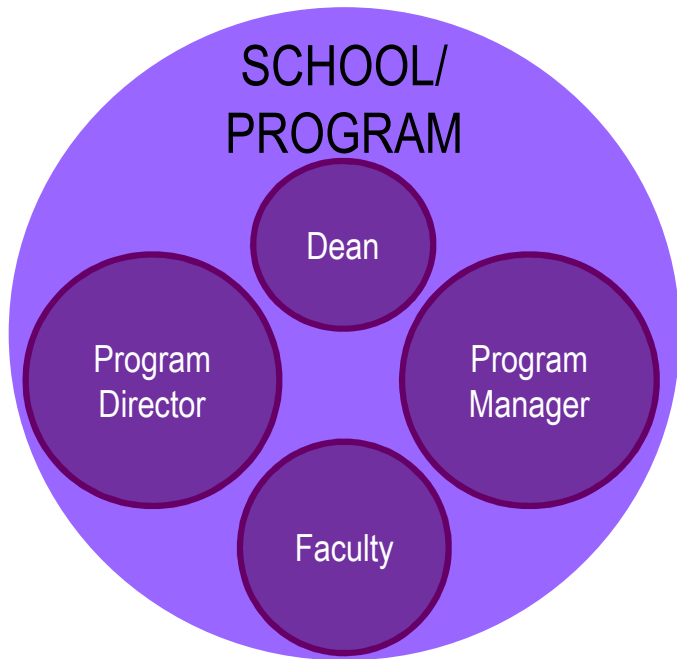
Agenda

1. Introductions and Welcome
2. Relationships – Resource Pods
3. Functional Relationships
4. Application Activity
5. Closing

Relationships



Resource Pod: **School/Program**



Dean

- Represent the program with administration
- Advocate for and garners financial and administrative resources
- Make decisions about budget and resources

Program Director

- Facilitate program development, implementation and review
- Develop/monitor program policies and procedures to implement curriculum
- Engage with faculty

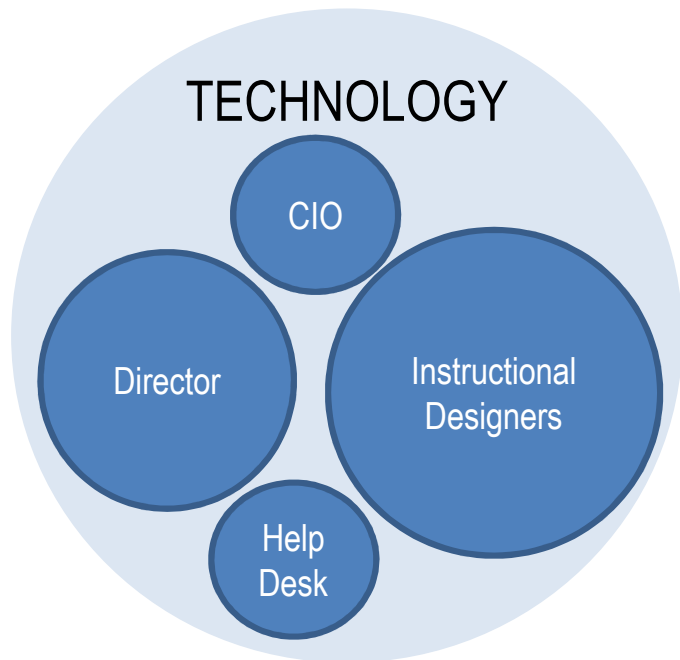
Faculty

- Identify needed course materials (library & ID)
- Develop, Teach, Evaluate courses; monitor curriculum

Program Manager

- Facilitate administrative implementation of communication, across administrative processes and timelines
- Engage with students and support services

Resource Pod: **Technology**



CIO

- Make decisions about allocation of budget and resources

Director

- Make decisions about implementing budget and resources

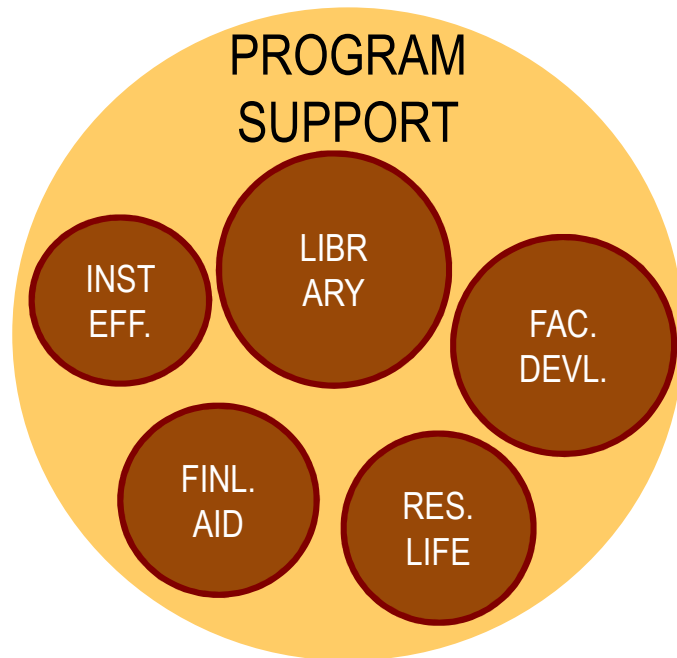
Instructional Designers

- Manage course build in LMS
- Create and maintain *Online* course development guides for faculty

Help Desk

- Respond as students' first point of contact for tech & LMS issues & concerns

Resource Pod: Program Support



Office of Institutional Effectiveness

- Assist program with course evaluation

Library

- Assist with securing e-links & resources for courses

Faculty Development

- Assist & guide faculty & program with individual course development

Financial Aid

- Assist students with applying for financial aid

Residence Life

- Assist program & students with housing for required summer residency

Resource Pod: **Administrative Support**



Graduate Admissions

- Support graduate application portal
- Support student application data entry and application management

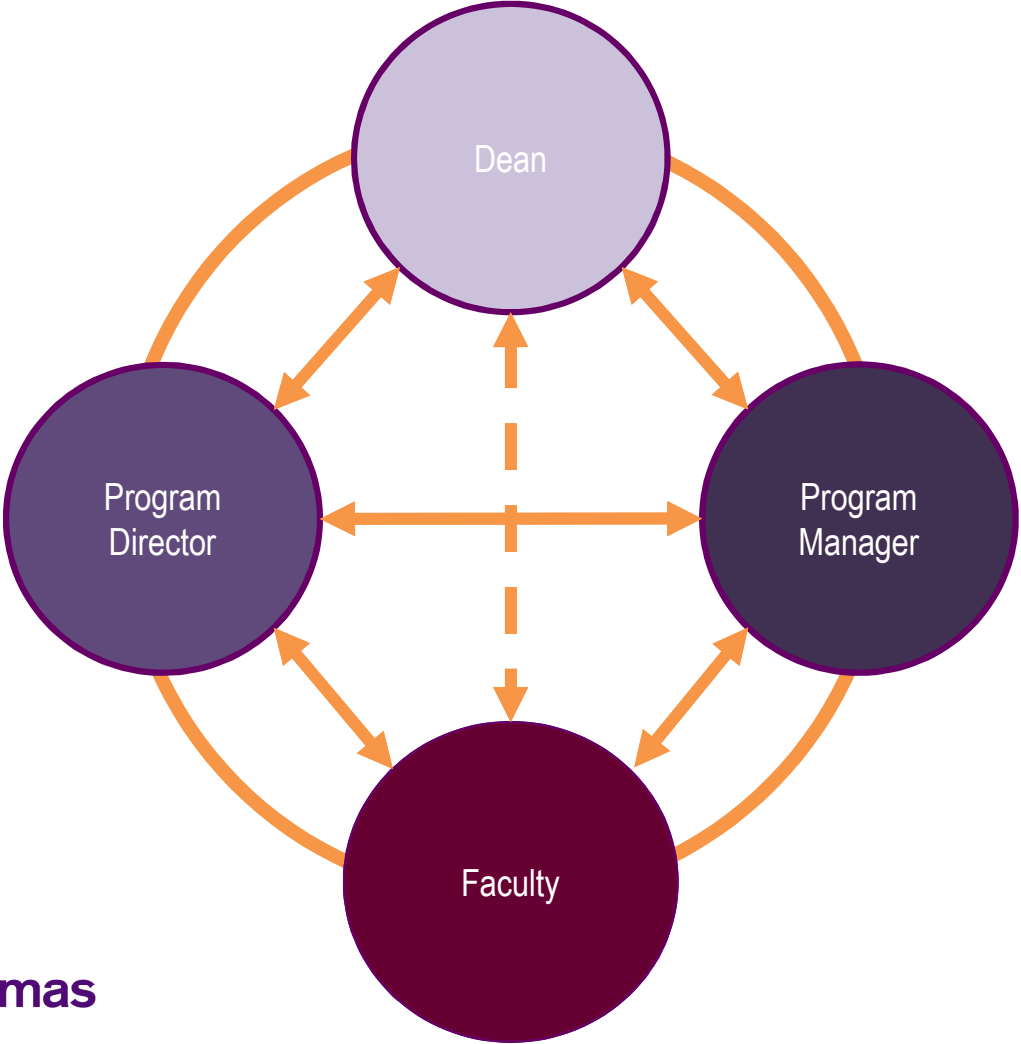
Business Office

- Coordinate and facilitate student billing schedules and intersections with financial aid

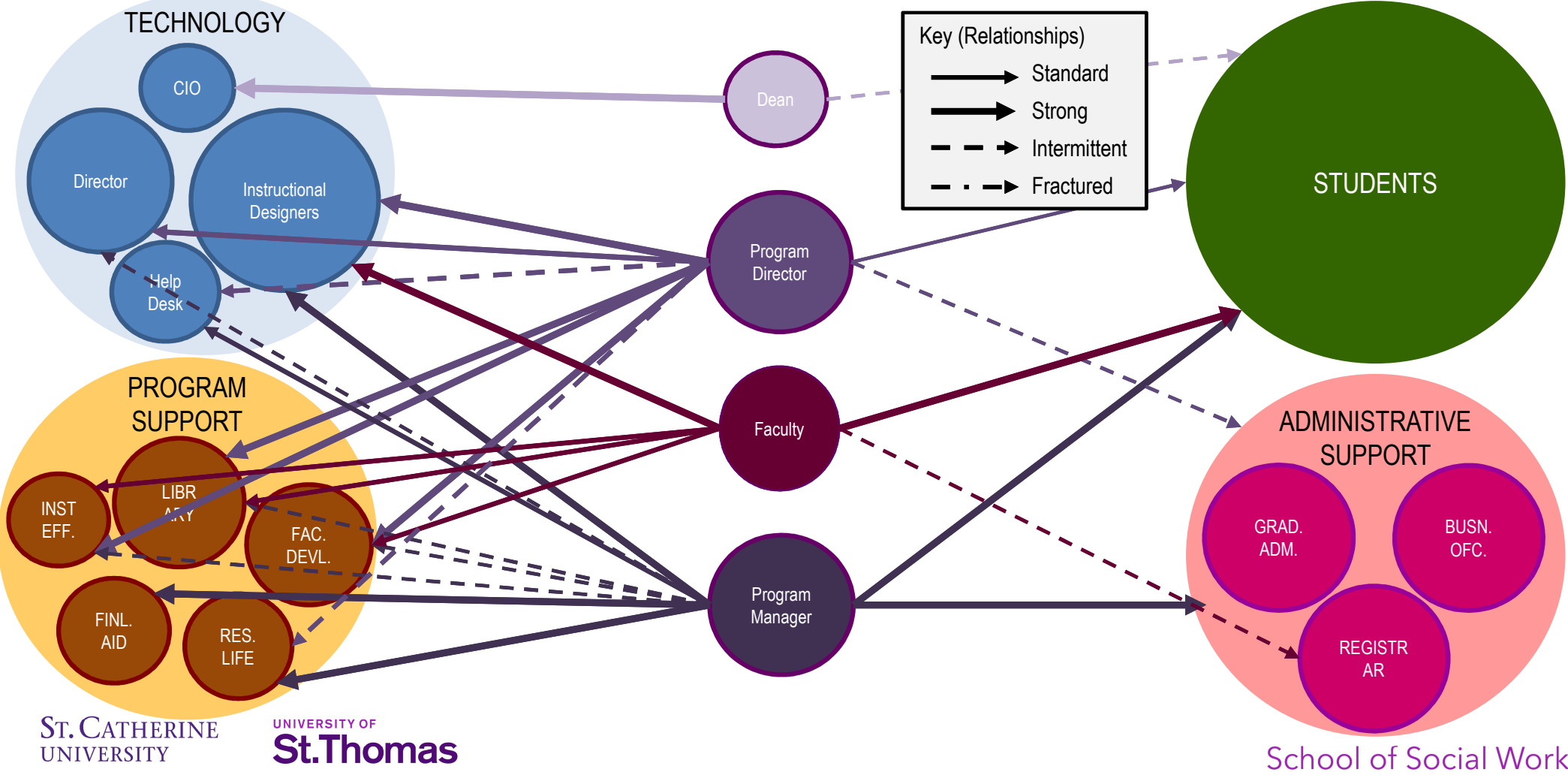
Registrar

- Support data entry of course descriptions,
- Facilitate grading process/access
- Facilitate curriculum implementation in databases

Relationships “at Home”



Overview of Functional Relationships



Functional Relationships:



- University Mission and Commitment
- Strategic Plan
- Budget
- On-going Resources

Functional Relationships:



Program
Director

- Work with Dean to implement institutional goals
- Work with faculty in curriculum development, implementation and monitoring; admissions processes
- Implement and monitor program-level policies, procedures & processes
- Establish and maintain relationships with faculty and resource peers to assure program fidelity
- Facilitate curriculum engagement within the universities and faculty development for new technology

Functional Relationships:



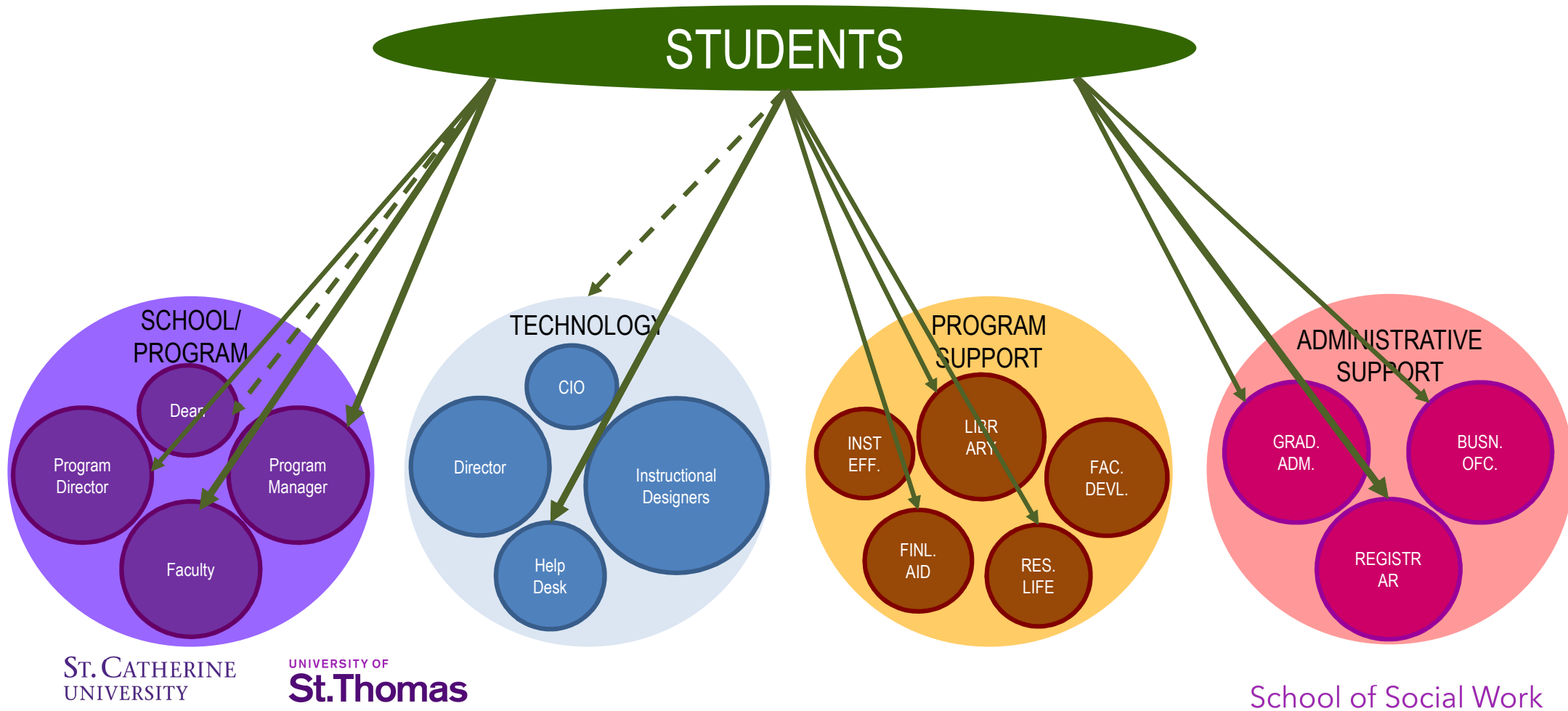
- Create and develop individual courses alongside the Program Director and Instructional Designers
- Work with Library to locate textbooks, articles and links for individual courses
- Deliver courses to students
- Engage with DSW Program Committee - curriculum, student functions: admissions, progress in program, BD advising
- Work with Office of Institutional Effectiveness to ensure relevant course evaluation

Functional Relationships:



- Ensure timely implementation of policies, procedures & processes
- Create and manage multiple student, business & registrar databases
- Establish and maintain relationships with students and systemic resources
- Provide direct support to faculty and students in online delivery environment
- Seek, develop and implement IT-related applications and software for use
- Develop transitional and accessible educational tools for IT implementation

Functional Relationships:



Application Activity

- Choose one of the formats (handouts)
- Identify a program focus
- Identify the relevant relationships-resource pods and relationship lines to represent your experience

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Questions?

Please complete the conference evaluation.

CEU#: 888

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Thank you.

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