

2025
2026

PROGRAM COORDINATOR HANDBOOK



Mary Frances Early
College of Education
UNIVERSITY OF GEORGIA

Table of Contents

	2
From the Senior Associate Dean	3
Terms and Definitions	4
Academic Appeals	6
Accreditation	7
Bulletin Update Process	7
Data Support	7
Graduate Program Admissions Process	8
Program Review and Assessment Committee	8
Student Concerns	8
Student Learning Outcomes (SLO) Reporting in Xitracs	8
Program Coordinator Meetings	9
Program Key Assessment Reporting Process for GaPSC	10
Content Validation Schedule for Program Key Assessments Schedule	11
Admissions	12
Information Sessions for Individual Programs	12
Program Application Process	12
Fall Application Cycle (start program in Spring)	14
Spring Application Cycle (start program in Fall)	14
Orientations for Accepted Students	15
CRN Assignment and Distribution	15
Double Dawgs Approval	15
People to Know	16

From the Senior Associate Dean

Mary Frances Early College of Education

Office of Academic Programs

Dear Program Coordinator—

Thank you for your leadership in supporting one of the many academic programs within the Mary Frances Early College of Education. The work of coordinators across the college helps to facilitate all of the necessary components of our outstanding academic offerings from bachelor's to doctoral degrees. Assuming this role offers opportunities for you to engage across the college as well as to draw support from the colleagues within your program.

This guide contains helpful information to assist you in the complex work of academic program coordination. I hope that the information contained within provides an anchor point for accessing resources, support, and networks across the college and the university as you carry out your duties. Our Office of Academic Programs is available to assist you with all manner of supports to make your work as efficient and as impactful as possible. I hope that you will take advantage of our office's support for interacting with the many external to the program entities which also interface with your program's students and faculty (e.g., Registrar, Assessment and Institutional Effectiveness, Online Education, Financial Aid, Graduate School, etc.). Please consider the Office of Academic Programs as an initial point of contact where we can share our extensive background and expertise for questions about college, university, and system processes, policies, and procedures.

Your program is part of a vibrant learning community that is helping prepare the next generation of educators and allied health professionals. I am grateful for your leadership to support these programs in the college.

If I can help in any way, please do not hesitate to contact me at 706-542-3813. Please accept my best wishes for a wonderful academic year.

Sincerely,

Stacey Neuharth-Pritchett

Professor and Senior Associate Dean for Academic Programs

Terms and Definitions

Academic Program Coordinator (APC or PC)	APCs are faculty who coordinate program processes including admissions, reporting, and assessment. APCs are appointed by department heads. The UGA Office of Accreditation and Institutional Effectiveness requires that each program have a faculty APC responsible for coordinating reporting in Xitracs annually. In many cases, this person also manages the other responsibilities.
Academic Program Manager (APM)	APMs are staff assigned to educator preparation programs to provide support for the various processes including admissions, reporting, and assessment.
Course Reference Number (CRN)	The 5-digit designation for the specific section of a course being offered.
Cycle of Data	During GaPSC Program Review, the College is required to submit 3 cycles of data. MFECOE quantifies that cycle as one academic year (summer, fall, spring).
Educator Preparation Advisory Council	This advisory council was created for collaboration and feedback from stakeholders. Topics for feedback include assessment data, assessment processes, and clinical practice guidelines. The first meeting was in Spring 2025.
Educator Preparation Provider (EPP)	A GaPSC term that refers to entities that prepare candidates for certification in the State of Georgia.
Georgia Professional Standards Commission (GaPSC)	The GaPSC sets guidelines for and approves educator preparation programs in the State of Georgia. GaPSC also certifies teachers and people going into service and leader positions.
Graduate Coordinator	Graduate Coordinators are staff who provide support for graduate programs.
Office of Academic Programs (OAP)	The Office of Academic Programs manages five major areas within the college: Assessment and accreditation, curriculum processes, student engagement, international programs, and experiential learning.
Program Key Assessment (PKA)	Program-specific assessment developed by faculty to satisfy GaPSC requirements. PKAs are only necessary for educator, service, and leader preparation programs. PKAs are administered annually and are required for graduation and for certification.

PRAC	Program Review and Assessment Committee
Sectioning Officer	Staff who load program course schedules into Banner, make semester-long classroom reservations, and provide overrides for registration errors.
Student Learning Outcome (SLO)	Brief statements of what a student will know or be able to do by the end of the course of study. Wording for SLOs may come from disciplinary associations, professional accrediting bodies, academic literature, consensus among peers in the field, alumni, employers, or doctoral degree granting institutions.
Unit Key Assessment	College-wide assessments used by GaPSC-approved programs to satisfy program approval requirements. Specifically, for most programs, they are the Dispositions Assessment, Intern Keys, and GACE Content Assessment. These are required for graduation and for certification.
Xitracs	The system used by UGA to report on SLOs to satisfy SACSCOC requirements.

Academic Appeals

University of Georgia students have the right to appeal academic decisions or ask for an exception to a university rule or policy on an academic matter. Usually, the appeal goes first to the unit responsible for the decision, for example, grades to the faculty members who assigned the grades; department requirements to the department; college or school requirements to the school; university requirements to the Educational Affairs Committee. An unfavorable ruling at one level can be appealed to the successive levels. A faculty decision can be appealed to the department; a department ruling can be appealed to the college in which the instructional unit is located; a college-level ruling can be appealed to the Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and, except for grade appeals, the President's ruling can be appealed to the Board of Regents. Although students are asked to consult with the faculty member with whom they are seeking redress, sometimes students approach faculty program coordinators as the first level of appeal. Program coordinators should inquire if the student submitting the concern has attempted to address the issue with the specific faculty member. More information on academic appeals can be found on the internal resources pages. [Academic Appeals | COE Internal Resources \(uga.edu\)](#)

Accreditation

Many college programs and partner programs are nationally accredited. The Office of Academic Programs (OAP) can provide much of the data necessary for these accreditation processes. Examples include data on enrollment, admissions, diversity, degrees conferred, credit hours, and assessments. Assistance is also provided in editing and report construction. Following the site visit, OAP can also assist with annual reporting and any required responses to the accrediting agency.

Bulletin Update Process

This process is currently being updated. For questions about any bulletin changes, contact [Krista Vanderpool](#).

Data Support

Information about data support for grant proposals, clinic and center reporting, strategic planning, and annual reviews can be found on the [COE webpage](#).

Graduate Program Admissions Process

Graduate Program Coordinators manage the graduate admissions processes, manage graduate admissions and enrollment data, and support graduate assistantship and awards events. Note that, in addition to admittance to a COE graduate program, students must be admitted to the [UGA Graduate School](#).

Program Review and Assessment Committee

Reviews conducted by the Program Review and Assessment Committee (commonly called PRAC reviews) occur on a 7-year cycle for each department. Department chairs are responsible for coordinating the writing of the final report and might enlist help from PCs. In preparation for the review, the UGA Office of Accreditation and Institutional Effectiveness provides a reporting template for each program in the department. OAP enters data into the templates and can provide additional data upon request. Data examples include, but are not limited to, course evaluations, exit survey outcomes, as well as educator employment, diversity, and enrollment data. Additional information, including a timeline, can be found on the [academic program review webpage](#).

Student Health and Well-Being Concerns

There are many resources for UGA students. Program coordinators can find many through the [Student Care and Outreach webpage](#). A brief [overview of resources](#) is available on the College webpage.

Student Learning Outcomes (SLO) Reporting in Xitracs

[Academic Affairs policy](#) addresses assessment of student learning outcomes. In short, the policy says that every program will have an assessment plan, and reporting on SLOs will be annual. “Program” includes all degree levels and certificates, but not endorsements and minors. Each program must report on more than one student learning outcome. Additionally, data-informed decisions should be documented. Reporting in Xitracs contributes to fulfillment of SACSCOC requirements. Data requests should be sent to OAP by September 15. Reports are due October 1. Additional information can be found on the [Xitracs Reporting webpage](#).

The UGA Office of Instruction awards the [Excellence in Academic Program Assessment Award](#) annually.

Deadline	Task
September 15	Data requests due to OAP
October 1	SLO reports due in Xitracs

Program Coordinator Meetings

Program coordinator (PC) meetings are scheduled by OAP and advertised in COEfyi, the OAP Newsletter, and by email. Any changes in the schedule will be communicated by email. Agendas are sent out before each meeting so PCs can determine which meetings are applicable to their particular program. Meetings are typically held by zoom. A link will be sent by email. Meeting minutes and accompanying documents are stored in the Office of Academic Programs course in eLC.

Date	Time	Location
Aug. 21, 2025	2:15 to 3:30 pm	zoom
Oct 16, 2025	2:15 to 3:30 pm	zoom
Dec 18, 2025	2:15 to 3:30 pm	zoom
Feb 19, 2026	2:15 to 3:30 pm	zoom
Apr 16, 2026	2:15 to 3:30 pm	zoom

The following information is for GaPSC-approved programs.

Program Key Assessment Reporting Process for GaPSC

Program key assessments (PKA), aligned with program standards, are required of all GaPSC-approved programs in the College. The number varies depending on the type of program (initial preparation, endorsement, service/leader). Each GaPSC-approved program is also required to submit an annual report by October 1 on data collected from PKAs during the assessment cycle (one academic year consisting of Summer, Fall, and Spring semesters). A reporting template and PKA data will be sent to faculty in August in time for reporting by the deadline. Program coordinators should report on the extent to which candidates are meeting standards, any trends in the data, differences in BSED and MAT scores (if applicable), differences in specialty areas (if applicable), and plans for improvement. Subsequent reports should include an update on plans for improvement. All reports can be submitted by email to the Director of Assessment. Reports will be uploaded in eLC and available for future reference. Additional information can be found on the [COE assessment webpage](#).

Timeline	Task
May	Deadline to score PKAs
June & July	Data will be pulled and reports created
August	Data reports go to faculty
October 1	Data analysis for GaPSC due

Cycles of Data Used for GaPSC Program Review

The GaPSC requires that PKAs for initial preparation programs be valid and reliable. During the 2024 - 2025 academic year, the College collected the first cycle of data in preparation for the next program review. Initial preparation programs and endorsement programs will be reviewed.

Academic Year	Task
2024 - 2025	First cycle of data
2025 - 2026	Second cycle of data
2026 - 2027	Third cycle of data
2027 - 2028	GaPSC Program Review

Reliability is checked annually and information is sent to PCs and uploaded into eLC.

Admissions

Information Sessions for Individual Programs

The Academic Program Manager (APM) will coordinate with the Career Consultant (CC) & Faculty Program Coordinator (FPC) to determine needs, manage details, and keep advisors informed.

Responsibilities:

1. Identify eligible students – Advisors
2. Schedule information sessions 2x's per year, or as needed, approximately one month prior to application opening - APM
3. Prepare materials in consultation with FPC - APM
4. Who needs to be present - APC, CC, APM

Program Application Process

APMs manage the program application process in consultation with PCs, Advisors, and the Ed Prep Team. Responsibilities:

1. Meet to schedule application timeline - APM and Ed Prep Team
2. Update website information - APM
3. Identify eligible applicants and send list to APM - Advisors
4. Create spreadsheet and send to Ed Prep Team - APM
5. Request the link be sent to the web team through ticket request to open on specified date - APM
6. Send email with individual link to eligible students on the opening date - Ed Prep Team
7. Manage spreadsheet and applicant information - APM
8. Send reminders through Qualtrics - Ed Prep Team
9. Share spreadsheet of applicants with advisors - APM
10. Share spreadsheet of applicant data with FPC and advisors - APM
11. Review applicants and make decisions - APC and Faculty
12. Note reasons for denials and conditions of conditional admits - APC
13. Share decisions with advisors and Ed Prep Team with reason for denials - APM
14. Share decisions with applicants along with next steps - APM
15. Track acceptance of place in program - APM
16. Approve major requests and Double Dawgs requests - APM

Timeline*	Task
Application Process for Spring Start	
August	Information session
Mid-August	COE application for Spring opens
Mid-September	COE application closes
Mid- to Late-September	Admissions decisions are made
Early October	Admissions decisions go out to students

Timeline*	Task
Application Process for Fall Start	
January	Information session
Mid-January	COE application for Fall opens
Mid-February	COE application closes
Mid- to Late-February	Admissions decisions are made
Early March	Admissions decisions go out to students
*Specific dates will be communicated on the website, in PC meetings and minutes, and in COEfyi.	

Fall Application Cycle (candidates start program in Spring)

- Elementary Education
- English Education
- Health & Physical Education
- Mathematics Education
- Social Studies Education

Spring Application Cycle (candidates start program in Fall)

- Communication Sciences and Disorders
- Elementary Education
- Health & Physical Education
- Middle Grades Education
- Science Education
- Special Education
- TESOL & World Language Education

Orientations for Accepted Students

APMs can coordinate orientations for accepted students for individual programs if requested by faculty. Responsibilities:

1. Identify eligible students - APM
2. Schedule orientation - APM, APC
3. Send invitations to accepted students - APM
4. Prepare materials - APM
5. Keep advisors up-to-date and request their feedback on materials - APM
6. Be present at orientation - FPC, Faculty, Advisors
7. Timeline:

Timeline	Task
August	APM schedules orientation sessions for Spring start
November	Hold orientation sessions for Spring start
December	APM schedules orientation sessions for Fall start
March	Hold orientation sessions for Fall start

CRN Assignment and Distribution

Responsibilities:

1. Create CRNs - APC
2. Assign CRNs - APC
3. Inform students of location CRN file, if applicable - APM
4. Verify students are in the correct course - APC

Double Dawgs (DD) Approval

APMs work with APCs in the approval process for students wanting the DD pathway.

Responsibilities:

- Talk with students about DD programs, if applicable – Advisors, Faculty, APC
- Review applications, if applicable, and make admissions decisions – APC, Faculty
- Communicate admissions decisions to APM – APC
- Approve student pathway in Athena based on acceptance criteria set by faculty – APM
- Share DD acceptances with advisors – APM
 - By Labor Day for Spring semester
 - By Martin Luther King Day for Fall semester
- Verify Students are registered for the correct DD courses – Advisors
- Review and update UGA Double Dawg website for accuracy – APC

Field Coordinator Meetings

Field coordinator (PC) meetings are scheduled by OAP and OCP and advertised in COEfyi, by email, and the FC page on the OCP website. Any changes in the schedule will be communicated by email. Agendas are sent out before each meeting. FCs are required to attend each meeting; all are held in Aderhold Hall. Meeting minutes and accompanying documents are stored in the Office of Academic Programs course in eLC.

Date	Time	Location
Sep 25, 2025	2:15 to 3:30 pm	Aderhold
Nov 6, 2025	2:15 to 3:30 pm	Aderhold
Jan 15, 2025	2:15 to 3:30 pm	Aderhold
Mar 19, 2026	2:15 to 3:30 pm	Aderhold
May 21, 2026	2:15 to 3:30 pm	Aderhold

Transition Points

The GaPSC requires that each certification program determine and monitor transition points. Academic program managers support the monitoring process. Each semester, program coordinators will be asked to verify whether or not each student in the program has successfully made the appropriate transition(s). Documentation must be done in a timely manner as passing the transition points, similar to passing a required course, is a graduation requirement for the students.

People to Know

Department	Department Head	Sectioning Officer	Graduate Program Coordinator (faculty)	Graduate Coordinator (staff)
CSSE	Lloyd P. Rieber	Leslie Moon	Jennifer A. Brown	Leslie Moon
CHDS	Henry George McMahon	Nikki Weeks (Undergraduate) /Katie Brewster (Graduate)	Brandi Appling	Nikki Weeks
EPSY	Amy L. Reschly	Jessica Crook	Sycarah Fisher	Caroline Calhoun-King
ETAP	Cheryl Fields-Smith	Laurie Dollner	Cheryl Fields-Smith	Jennifer Smith
KINS	Jaime Cooper	Anna A. Williams	Michael D. Schmidt	Samantha Murphy
LLED	Kevin Burke	Connie Tucker	Jennifer Graff	Kadianne Francis
LEAP	Kathryn Roulston	Ansuya Jogi	Diann Jones	Holly Ivey
MSSS	Roger Hill	Katrina Neidlinger	Anna Conner (Math), Daniel K. Capps (Science Education)/ Georgi a Hodges (Science Education MAT)/ Jim Garrett (Social Studies Education)	Katrina Neidlinger
WEIT	Rob Branch	Kremell Johnson	TJ Kopcha	Melanie Peiper

<u>Academic Advisors</u>	
Communication Sciences and Disorders	Emily Robinson ; Emily Burns
Elementary Education	Emily Robinson , Sam Jorgensen , Austin Todd ; Emily Burns
English Education	Sam Jorgensen
Exercise and Sport Science	Kalli Drake , Lauren Flowers , Jaime Caperton , Gabriel Lopez Gutierrez , Julian Williams
Health and Physical Education	Teresa McClure
Mathematics Education	Laurie Zielinski
Middle Grades Education	Laurie Zielinski
Science Education	Sam Jorgensen
Social Studies Education	Austin Todd
Special Education	Emily Robinson
Sport Management	Lauren Flowers , Teresa McClure , Julian Williams , Jaime Caperton , Grace Little
TESOL and World Language	Emily Robinson
Transfer Specialist	Emily Robinson
Workforce Education (Engineering and Technology)	Laurie Zielinski

Academic Program Managers	
Kyle Ingram	Patricia La Madrid
Mathematics Education	Educational Leadership, Tier I and Tier II
Science Education	Workforce Education
World Language and TESOL	Social Studies Education
Elementary Education	Middle Grades Education
Health and Physical Education	English Education
Literacy Specialist	Special Education
Recruitment and Visitation Coordinator	
Hannah Davis	
Coordinator of Student Engagement	
Kayla McKinney	
Director of Clinical Practice	
Sara Kajder	