

Preliminary Administrative Services Credential Program

Roles and Responsibilities

Program Coordinator	<ul style="list-style-type: none">• Design, administer, and analyze end of course participant and faculty surveys, end of program surveys, post faculty meeting evaluation, post faculty professional development evaluation, and Leadership Symposium feedback• Analyze collected data and share with Stakeholders• Make course and program modifications based on data analysis• Provide feedback to Leadership Team, faculty, advisors, and participants mentors, and candidates• Review feedback from Preconditions, Program Review, Common Standards, share with stakeholders and make modifications to enhance program
Leadership Team	<ul style="list-style-type: none">• Analyze collected data and make suggestions for course and program modification based on data analysis• Review feedback from Preconditions, Program Review, Common Standards and make suggestions to enhance program• Review CalAPA passing data and make suggestions to enhance program
Program Faculty	<ul style="list-style-type: none">• Receive data from course and program surveys• Review and analyze collected data, such as CalAPA, make suggestions and adaptations for course and program modifications based on data analysis• Review feedback from end of course and end of program surveys and make improvements to courses and program based on feedback.

Site/District/Faculty Advisors	<ul style="list-style-type: none">● Receive data from course and program surveys● Make course and program modifications based on data analysis● Review feedback from end of course and end of program surveys and make improvements to program based on feedback● Provide input and suggestions on program improvement
Program Participants	<ul style="list-style-type: none">● Receive input from course and program requirements● Provide input and suggestions on program improvement