

# **Preliminary Administrative Services Credential Program**

## **Roles and Responsibilities**

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

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