Appendix A

Ph.D. in Technology Program Organization
August 25, 2012

Program Director
[Wade Tornquist, Interim Dean]
Administrator with final approval for:
• Curriculum and program modifications
• Faculty and other personnel decisions
• Budgets
• Student admissions/progress/dismissals

Program Coordinator
[John Dugger, Professor]
Faculty facilitator reporting to the Dean for:
• Convening the Doctoral Operations Committee (DOC)
• Coordinating recruiting activities
• Facilitating student orientation and training programs
• Providing and facilitating faculty advising
• Working with the DOC to prepare recommended schedules for doctoral offerings courses and course staffing,
• Developing and maintaining annual schedules for recruitment and selection of students and the roll out

Support Services
[Don Keller, Operations]
• Provide support for Web design and updates
• Provide for clerical and secretarial support

Student Advisory Group
[Wade Tornquist, Interim Dean]
• Provide advice to Dean and Program Coordinator regarding program direction
• Provide support in ensuring that all important communications reach all students

Doctoral Operations Committee
[John Dugger, Professor]
• Provide advice and recommendations to the program coordinator.
• Review all completed applications in a timely manner and collectively provide input to the program coordinator regarding which students should be admitted to the program.
• Make recommendations regarding the awarding of graduate assistantships and doctoral fellowships to the admitted students.
• Participate in the curricular input process by providing consultation, input and an approval regarding changes in the delivery of the Ph.D. curriculum (online, hybrids and face-to-face).
• Support a rigorous intellectual climate for students, faculty, and administrators involved with this degree program.

Program Associate
[Tracy Rush-Byers, PT-07]
Professional Technical Associate reporting to the Dean for:
• Explain requirements and ensure that active advising is occurring for Ph.D. students.
• Track Ph.D. program budget and prepare Ph.D. program statistical reports.
• Assist with the recruitment and admissions process for prospective Ph.D. students.
• Prepare and submit records and forms to Admissions, and Records and Registration.
• Coordinate special activities and events for Ph.D. students.
• Assist the Dean and the Coordinator.