

## Appendix A

# Ph.D. in Technology Program Organization

August 25, 2012

### 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 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

### 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.