

Programme coordination at the APA

1. Details of the programme coordinator/manager

Site Name	Programme	Surname of Programme Coordinator	Full Name(s)	Title	Highest Qualification	No. of years in the programme	No. Of years as Programme Coordinator
Pretoria	BA	Swanepoel	Cornelius Alwyn	Prof.	D Th	2	-
Pretoria	B.Th.	Bosman	Johan	Prof.	PhD	8	1
Germiston	BPsych	Joubert	Nicolene	Prof.	PhD	9	9
Pretoria	BDiv	Smit	Gerrit Daniël Stephanus	Prof.	DLitt	-	10

2. The role of the programme coordinator and indicate how it is integrated within the institutional system of academic and administrative management.

We deem the attainment of our intended purposes and outcomes very important. The following measures are taken to ensure the effective coordination of our programme:

We have identified the dean of the faculty as the programme coordinator. He operates within the framework of the constitution of *Die Afrikaanse Protestantse Akademie NPC* where his responsibilities are clearly outlined.

This includes the following:

- He chairs the regular meetings of the faculty council. The meetings discuss various aspects of the programme, including its coherence and integrity. The performance of each student is discussed as well, after which a report regarding each student is delivered to the Senate.

The program coordinator has to take responsibility as Dean of a faculty for the appropriate faculty he/she is appointed for. He/she is responsible for the proper functioning of the faculty he/she is appointed for. A faculty consists of a dean, and the heads of the different departments.

The role of a programme coordinator consists of, but is not limited to the following tasks:

- Need to counsel students on education/career goals.

- Need to work with heads of departments, students, parents, community members and leaders in the education field to settle internal and external disputes regarding educational standards, academic standards and student related queries.
- Need to effectively advise and counsel students about academic responsibilities, financial aid and career issues.
- Need to assume responsibility and take initiative for establishment of programs.
- Need to effectively manage the program according to the goals and guidelines of the institution.
- Need to have exceptional organizational skills, be creative and dynamic with teaching methods and presentations and demonstrate the ability to work independently with minimum direction and coordinate multiple tasks, prioritizing, assignments, set deadlines and complete projects accordingly.
- Need to establish and maintain a working relationship with students, parents, lecturers, faculty staff, administrative staff, as well as community representatives.
- Take part in the process of securing the validity and reliability of assessment results.
- Acts as chair at the meeting of the faculty.
- Reports to the Senate regarding the prescribed policies, student progress and merit considerations.
- Show leadership skills when making difficult decisions regarding students and staff.
- Exercise authority when implementing, guiding and overseeing the coherence with the policies of the institution.
- Perform other duties as assigned by the Senate.

3. The role played by the programme coordinator in providing intellectual leadership of the programme and in ensuring its academic coherence, professional integrity, effective delivery and the quality assurance of delivery of the programme.

The Program Coordinator is responsible for providing leadership, information and resources, and fostering a learning environment for the faculty he is appointed for. This includes, but is not limited to:

- Providing an inclusive tertiary community that encourages involvement in the community and advocates a free and academically sound exchange of ideas.
- Promoting intellectual creativity, leadership and excellence among students and staff.
- Promoting integrity and personal responsibility among students and staff.
- Advise students in decisions which enhance their university experience.
- Be innovative in the institutions' programs, policies and procedures.
- Proving to be creative and dynamic with teaching methods and presentations and coordinate multiple tasks, prioritizing assignments, set deadlines and oversee that the quality of teaching is in par with the goals and policies of the institution.

It is the responsibility of the programme coordinator to report to the Senate regarding the prescribed policies and standards, as well as the failure to adhere to prescribed standards.

The program coordinator work with department chairs to implement departmental assessment activities as well as to assess student learning. Furthermore, it is the responsibility of the program coordinator to review and approve course syllabi as per institutional standards for program delivery. By doing so, the program coordinator can manage the effective delivery of and assure the quality of the appropriate program.

4. Provision is for lecturer/tutor input and participation in relevant aspects of programme coordination

The coordination of the relevant aspects of the programmes is discussed in the meetings of the Faculty of Arts and Literature where all the lecturers are present and where they are free to give their inputs. They also are free to hand in written contributions.

5. Provision is made for student input and participation in relevant aspects of programme coordination

In the classroom situation it happens that one or more students mention certain needs regarding some aspects of programme coordination. All suggestions are evaluated by the lecturer and when he/she deems it necessary, the matter is taken further. The student representative on the Quality Committee can also make suggestions or proposals