

*Miami University*  
*Department of Engineering Technology*  
Program Coordinator Roles

Revised: September 24, 2007

The purpose of this document is to clarify the Program Coordinator role in Engineering Technology.

The Department of Engineering Technology has two certificate programs, two associate degree programs, and one bachelor degree program with two concentrations. The programs/concentrations are listed below along with the designated program coordinator:

**Programs:**

**Program Coordinator:**

**Certificate Programs:**

Computer Maintenance

Rob Speckert

Computer Aided Drafting/Computer Aided Manufacturing

Rob Speckert

**Associate Degree Programs:**

Electrical and Computer Engineering Technology

Roger Seifried

Mechanical Engineering Technology

Gary Drigel

**Bachelor's Degree Program:**

Engineering Technology—Electro-Mechanical

Dave Hergert/Rob Speckert

Engineering Technology—Mechanical

Gary Drigel

The role of the program coordinator is to:

- Provide curricular leadership for the program.
- Work with course coordinators and lab technicians to maintain laboratories, equipment, software, and supplies required to deliver an effective, high-quality program.
- Work with the Assistant Chair to schedule and staff courses.
- Maintain ENT Student Handbook and *Miami Bulletin* information to reflect current reality of the program.
- Develop appropriate promotional material for the program.
- Initiate and coordinate assessment and continuous improvement plans and processes.

Program coordinators should report this activity as one of their departmental service activities. No additional compensation is provided.