Undergraduate Student Affairs Team (SAT) & Directors of Undergraduate Studies (DUGS)

Responsibilities

This document includes responsibilities that have been documented as historically expected of the Director of Undergraduate Studies (DUGS) and the Program Heads. As a means of streamlining SOD administration, these roles have shifted. Beginning 2023-24, the SOD will have 3 DUGS and no Program Heads. This document was created in collaboration between the Director and the new DUGS, considering input from former Program Heads, the CFA Dean’s Office, and the CFA Academic Advising Team.

Responsibilities outlined in this document are in effect as of Monday, August 14, 2023.

The Student Affairs Team (SAT) will be comprised of the 3 DUGS and the SOD Director.

**Student Affairs Team (SAT)**
The SAT is comprised of the DUGS and the Director, and the group will work collaboratively on the following:

- Coordinates communication and messaging to the SOD community (in collaboration with SOD administration), including making recommendations to the Director on Faculty & Staff Meeting agenda items as needed
- Serves as a liaison between SOD and CFA Academic Advising Team
- Is familiar with all SOD curriculum (all degrees) & fields student questions
- Serves as a first point of contact for students
- Organizes and facilitates informal student awards processes (not scholarships)
- Supports instructors in finding subs as needed (in collaboration with SOD Front Office)
- Provides input as relevant for student requests for permission codes, curricular exceptions, reduction of credit, transfer credits, etc.
- Reviews student requests for additional excused absences (Extenuating Circumstances Requests)

**Director of Undergraduate Studies, Curriculum - Jay Kim**

- Is familiar with all SOD curriculum and degree requirements
- Serves as SOD Curriculum Committee Chair
  - Works with SOD Director to establish curricular priorities
  - Serves as primary point of contact for faculty recommendations for curricular changes & keeps record of recommendations
  - Oversees curricular planning for the SOD, including meeting CFA and University deadlines and ensuring that SOD proposals and documentation are in order and submitted on time
• Ushers all SOD curricular proposals through the approval process, including those that must go beyond the college-level of review
• Verifies curriculum updates are accurately reflected in the catalog annually
  
  • Serves as SOD representative on College Curriculum Committee
    o Attends all CFA Curriculum Committee trainings and meetings as requested
    o Represents SOD interests in CFA meetings
    o Reports back to the SOD any updates from CFA meetings

**Director of Undergraduate Studies, SAC & EDI - Pablo Piantino**

• Serves as the faculty advisor for SAC (SOD Student Advisory Committee)
  o Ensures SAC representatives are elected in a timely manner and names are shared with SOD Administration for website update
  o Ensures SAC RPT training and reports are complete in compliance with University and College policies and deadlines
  o Meets regularly with SAC reps and report back to SAT
  o Coordinates with DOGS on any SAC issues that pertain to graduate students
  o Serves on SOD EDI Committee

• Serves as the primary point of contact for students on the topics of EDI within the SOD culture and report back to SAT and/or Director, as appropriate

**Director of Undergraduate Studies, Planning/Transfers & Minors - Sara Pickett**

• Facilitates planning “extra” events such as guest master classes, end-of-semester faculty/student conferences, mixed technique days, etc.
• Supports communication between students and SOD administration (ensuring that weekly announcements include all pertinent information)
• Serves as first point of contact for transfer students and minors
• Works with Director on fielding requests for curricular and registration items (permission codes, reduction of credit, curricular exceptions, etc.)

**Other Duties Previously Assigned to Program Heads**

• Collaborating with Assoc Director & Director on guest residencies (will now be handled by Concert Directors in collaboration with Director)
• Student Conferences (lead instructors should collaborate, facilitate, & help plan)