



# AMRIDGE UNIVERSITY

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August 27, 2013

Dr. Ken Scott  
1801 Woodmere Loop  
Montgomery AL 36117

Dear Dr. Scott:

It is a pleasure for me to appoint you as Program Coordinator of the *Bachelor of Science in Business Administration-Information Systems Management* Degree Program. We appreciate your willingness to volunteer to serve Amridge University in this important position. Below are statements defining your role in this position. We believe you are well prepared to function in this role.

I am confident that you will utilize your strong academic preparation and extensive experience in this discipline to provide valuable guidance and advice to your academic dean to assure that the degree program is of the highest quality and provides the student the appropriate preparation. We anticipate that your service in this leadership role will well serve the faculty and students of Amridge University.

### **Role of Program Coordinator**

*Regarding program planning and assessment:* The Program Coordinator is to assist the Dean in curriculum assessment and upgrading and in designing the assessment of student outcomes. The Program Coordinator shall, in concert with the academic dean, provide leadership in keeping the program

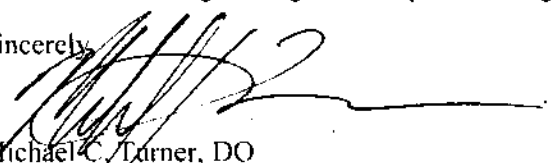
- focused on student outcomes,
- current in subject content, and
- appropriately structured for the academic level of the program.

*Regarding student advising:* The Program Coordinator will be available, upon request from students or student advisors, to provide knowledgeable information regarding

- program purpose,
- program content,
- course content,
- program requirements,
- employment opportunities, or
- workforce job descriptions.

*Role Limitations:* The Program Coordinator shall not be directly involved in other student advising functions, including the registration process, degree completion advising, or financial aid advising.

Sincerely,



Michael C. Turner, DO  
President