

# Tool 2: Experiential Major Map Roles and Responsibilities

## Core Roles in Experiential Major Map Development

Role	Responsibilities in the Experiential Course Map Process	Name of Campus Contact/Owner
<b>Provost or Chief Academic Officer</b>	<ul style="list-style-type: none"> <li>Set strategic vision and goals for project</li> <li>Appoint implementation leader and convene steering committee</li> <li>Communicate purpose and importance of experiential major maps to faculty and staff</li> <li>Provide funding for project staff and supplies</li> <li>Approve final experiential major map template</li> </ul>	
<b>Steering Committee (optional)</b> <i>Includes representatives from:</i> <ul style="list-style-type: none"> <li>1-5 academic departments</li> <li>Academic and career advising</li> <li>The student body</li> <li>Student services (multicultural offices, transfer services, disability services, international offices, financial aid, registrar, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Meet monthly during the experiential major map design process</li> <li>Advise on high-level design and organization of experiential major maps and guidelines for information to include in the maps</li> <li>Ensure that each represented group understands how to use maps</li> <li>Ensure that experiential major map content is relevant to all students and does not present access barriers to participation</li> </ul> <p><i>Note: A steering committee is optional, but most institutions find the committee helps ensure that end users understand the purpose of major maps and are committed to their goals and design.</i></p>	
<b>Implementation Leader</b> <i>Typically a senior staff member in career services, but may also be:</i> <ul style="list-style-type: none"> <li>Assistant/associate vice provost</li> <li>Advising director</li> <li>Senior student support staff member</li> </ul>	<ul style="list-style-type: none"> <li>Oversee project management for experiential major map development process</li> <li>Facilitate meetings of steering committee and any focus group(s)</li> <li>Set timeline and key milestones for experiential major map implementation, ensuring the project stays on track</li> <li>Liaise between implementation team, provost, and other campus units involved in the project</li> <li>Collect information to include in experiential major maps, or supervise staff responsible for this task and give final approval</li> <li>Supervise staff working on experiential major maps</li> </ul>	
<b>Project Staff (optional)</b> <i>Typically a student employee or junior staff member reporting to the implementation leader. For a sample position description, see Tool 4</i>	<ul style="list-style-type: none"> <li>Gather information for maps from academic and nonacademic unit websites based on inclusion guidelines (see Tool 6)</li> <li>Share experiential major map drafts with academic units for approval</li> <li>Liaise with campus designers to finalize experiential major map template</li> </ul>	
<b>Department Chairs</b> <i>(or a representative designated by each chair or program head)</i>	<ul style="list-style-type: none"> <li>Review draft experiential major maps and provide edits and approval</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>Add program-specific information to a blank experiential major map template based on inclusion guidelines (see Tools 5 and 6)</li> </ul>	
<b>Designer</b> <i>Typically from communication office, but may be any faculty or staff member with design experience</i>	<ul style="list-style-type: none"> <li>Finalize experiential major map template and ensure compliance with institutional branding and style guide</li> </ul>	

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## Additional Contributors to Experiential Major Map Development

Role	Responsibilities in the Experiential Course Map Process	Name of Campus Contact/Owner
<b>Academic Advisors</b>	<ul style="list-style-type: none"> <li>• Review experiential major maps for alignment with on-time graduation and student-facing language</li> <li>• Advise on additional milestones or experiences to include in maps</li> <li>• Be prepared to use maps in meetings with students</li> </ul>	
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• Ensure maps are relevant to prospective students</li> <li>• Print and distribute maps for use in recruitment (e.g., with high school counselors and admissions staff)</li> </ul>	
<b>Transfer Student Office</b>	<ul style="list-style-type: none"> <li>• Ensure maps are relevant to transfer students</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Develop 2-year maps in programs where transfer experience is significantly different from traditional undergraduate experience</li> </ul>	
<b>Student Focus Groups</b> (see Tool 7 for additional detail)	<ul style="list-style-type: none"> <li>• Provide feedback on usability and relevance of major maps (language, content, design)</li> <li>• Ensure maps are relevant to nontraditional students and other students from underrepresented groups</li> </ul>	
<b>Alumni Relations</b>	<ul style="list-style-type: none"> <li>• Provide data on alumni career and graduate school outcomes for maps</li> </ul>	
<b>Community College Partners</b>	<ul style="list-style-type: none"> <li>• Ensure maps are relevant to transfers from partner schools</li> <li>• Share maps with community college students interested in transfer</li> <li>• Encourage community college students to participate in experiential learning and career exploration</li> </ul>	
<b>Employers</b> (see Tool 8 for additional detail)	<ul style="list-style-type: none"> <li>• Advise on experiential major map content and timing of milestones</li> <li>• Share opportunities and activities to add to maps in relevant fields</li> </ul>	