



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Academic Program Coordinator Policy
Department/Organization	Provost, Vice President of Academic & Student Affairs
Policy Editor	
Request Type	New ☒ Amended/Edited ☐ Removed ☐ Reviewed Only ☐

OBJECTIVE (Briefly state your purpose.)

This policy is required to align the Academic Program Coordinator duties across the college in compliance with SACS-COC standards (6.2c).

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

SACS-COC Resource Manual (page 49), SACS-COC Council, President's Cabinet

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

The Policy will be published on the College's Policy website and updated within the Faculty Handbook.

Authorizations

Chair/Dean/or Supervisor Signature and Date:

J. Ardovini, Ph.D.
Digitally signed by J. Ardovini,
Ph.D.
Date: 2022.08.30 14:22:53 -04'00'

Cabinet Sponsor (VP) Signature and Date:

J. Ardovini, Ph.D.
Digitally signed by J. Ardovini,
Ph.D.
Date: 2022.08.30 14:23:12 -04'00'

President Signature and Date:

Kirk A. Nooks
Digitally signed by Kirk A. Nooks
Date: 2022.08.30 14:25:36 -04'00'

***Policy Template must be submitted with this form.**



Policy Name:	Academic Program Coordinator Policy			
Responsible Cabinet Member:	Provost	New	X	
Responsible Office:	Provost	Amendment/Revision		
Contact:	Dr. Joanne Ardovini	Review Only		

1. Policy Statement

The purpose of this policy is to define the roles and responsibilities of faculty member serving as Academic Program Coordinators, who are assigned by the School Dean in coordination with the Provost.

2. Reason for Policy

This policy is required to align the Academic Program Coordinator duties across the college in compliance with SACS-COC standards (6.2c).

3. Who Should Read this Policy

Applicable parties to this policy are Gordon State College President and Senior Level Cabinet Administrators, Deans, Department Heads, Academic Program Coordinators and Faculty. Those responsible for monitoring adherence to the policy are the Provost, Deans, and Department Heads.

4. Resources

[SACS-COC Resource Manual](#) (page 49).

5. Definitions

Assessment. The term “assessment” has many broad uses: any process, organization, artifact, or product can be assessed. This document focuses on the assessment of student learning.

Program Coordinator. Academic Program Coordinator is responsible for the management and oversight of the day-to-day operations of programs in their departments or academic unit. The program coordinator may be a faculty member.

Student Learning Outcomes Assessment. The assessment of student learning outcomes refers specifically to systematically gathering, analyzing, and interpreting evidence to determine how well student learning matches our expectations then using the findings to understand and improve student learning through direct and indirect methods. This process is cyclical and evolving.

Student Learning Outcomes Assessment Plan. The Student Learning Outcomes Assessment Plan, developed by input from the faculty will outline the mission of the

department/program, its goals, all student learning outcomes, a curriculum map, and measurable objectives and targets. The assessment plan will also identify how, where, and when assessments are administered; who is responsible for which tasks in the assessment process; and a summary of an analysis and use of the findings to maintain/improve student learning. Results of data analyzed as part of the assessment plan will be provided to the Office of Institutional Research.

6. The Policy

Academic Program Coordinators provide oversight for assessing the quality of each program and its curriculum for all undergraduate degree programs. This position does not include special faculty assignments. GSC assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in their field. Qualifications to serve as an academic program coordinator will be set by the Provost and Senior Academic Personnel.

Responsibilities of the Academic Program Coordinator will include, but are not limited to:

1. Conducts annual review of program against appropriate standards including those of professional accrediting agencies, discipline-specific standards, general education competencies, if course appropriate, and/or peer institutions.
2. Conducts annual program assessment and evaluation as part of the college master plan and progress report process.
3. Conducts research, analysis, and evaluation of the academic program and in collaboration with program faculty for the purpose of accreditation and/or external review as required by GSC's assessment cycle.
4. Proposes curricular and requirements changes to program assessment cycles.
5. Collects and reviews syllabi to ensure compliance with standards.
6. Serves as resource person for students and faculty regarding program policies and procedures.
7. May supervise office operations and/or monitor department budget.
8. Coordinates admissions process for the department/program.
9. Works with faculty to ensure that all textbook orders are placed on time.
10. Coordinates course offerings for the program/department in conjunction with department head.

8.24.2022