



Policy on Program Coordination

Policy Title: Program Coordination
Policy Type: Administrative
Policy Number: ADM Policy #03-10-25
Responsible Office: Office of Academic Affairs
Applies to: College Community
Approving Authority: Cabinet (2022)
Date of Previous Revision:

PURPOSE

The College complies with SACSCOC's policies as defined in The Principles of Accreditation: Foundations for Quality Enhancement and other documents. Wiley College complies with SACSCOC's policy statements that pertain to program coordination in the current Principles of Accreditation.

DEFINITIONS

Word(s)/Terms:

Academic Programs - refer to all institutionally-approved programs of study, including but not limited to:

- i. All degree programs and the individual majors within each degree program at the associates and undergraduate levels.

Academic Program Coordinator - is the department head or their designee.

POLICY STATEMENT

For each academic program, the Office of Academic Affairs must assign overall responsibility for program coordination, as well as curriculum development and review, to a named Academic Program Coordinator who is academically qualified in the field or discipline or who, in keeping with College policies, is charged to work with faculty who are academically qualified in the field or discipline to fulfill responsibilities for overall program coordination.

In department with no full-time faculty departments, the chairperson or their designee serves this role. The Academic Program Coordinator is most often a faculty member who is demonstratively competent in the discipline or field to ensure the academic program contains essential curricular components, has appropriate content and pedagogy, and maintains currency. In cases where an Academic Program Coordinator oversees programs in multiple disciplines, the Academic Program Coordinator must work with faculty who are academically qualified in each program discipline to fulfill the overall responsibility as defined by this policy. If responsibility for coordination of

curriculum development and review are assigned to a person other than a faculty member, the institution must provide appropriate documentation and justification.

RESPONSIBILITY

The College's Academic Affairs policies, and SACSCOC standards:

(a) Primary responsibility for the content, quality, and effectiveness of the curriculum rests with the collective faculty of each department, college/school, or institute. However, overall oversight for an academic program lies with a named Academic Program Coordinator.

(b) Academic Program Coordinators must maintain an updated curriculum vitae or professional profile. These records must be updated no less than annually for as long as he/she serves in this role.

(c) The Academic Program Coordinator must ensure that each assigned program complies with requirements of the Office of Academic Affairs and any subsequent supplemental policies or guidelines.

(d) An Academic Program Coordinator who oversees programs in multiple disciplines must work with faculty who are academically qualified to ensure the academic programs contain essential curricular components, have appropriate content and pedagogy, and maintain currency.

(e) The dean or institute director, or their designee, must maintain a record of all Academic Program Coordinator assignments in their academic unit, and provide necessary documentation to the institution in a manner consistent with SACSCOC's expectation that the institution provide a list of all Academic Program Coordinators, their area of responsibility, and their qualifications for coordinating the assigned academic program(s).

CONTACT(S)

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-25 (2022). Questions regarding this policy should be directed to the Vice President for Academic Affairs and Strategic Retention.