

Virginia State University
Policies Manual

Title: Roles and Responsibilities of Academic Program Coordinators

Policy: 2302

Purpose

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 College Dean, at Virginia State University (VSU or University).

Authority, Responsibility, and Duties

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

Definitions

Assessment. Any process, organization, artifact, or product can be assessed. This document focuses on the assessment of student learning.

Academic Program Coordinator. A full-time tenured or tenured-track faculty member who is responsible for the management and oversight of the day-to-day operations of academic programs in their departments..

Student Learning Outcomes Assessment. The systematic gathering, analysis, and interpretation of 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 Developed by input from the faculty, this assessment plan 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 loaded into the designated University assessment data repository software by the program coordinator and be reported annually.

Policy Statements

Academic Program Coordinators provide oversight for assessing the quality of each program and its curriculum for all undergraduate and graduate degree programs. VSU 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 must align with University faculty credentialing policies.

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.

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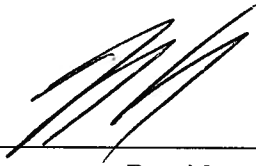
2. Conducts annual program assessment and evaluation as part of the University master plan and progress report process.
3. Conducts research, analysis, and evaluation of the academic program and collaboration with program faculty for the purpose of accreditation and/or external review as required by VSU's assessment cycle.
4. Proposes curricular and requirements changes to program based on 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. Coordinator 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 chair.

The Academic Program Coordinator will receive one (1) course release each academic semester for time and effort devoted to the position.

References

This policy outlines responsibilities for assessment activities as stated in § 23.1-203.10 of the Code of Virginia, as amended. This policy also outlines expectations for maintaining compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of the Southern Association of Colleges and Schools (SACS) Compliance Standards 3.4.11 (Program Coordinators); 3.3.1.1 (Institutional Effectiveness—Educational Programs).

Approved By: _____



President

Date: _____

