Program Coordinator Responsibilities

The primary qualification for a Program Coordinators is that he or she is academically qualified to lead the decision-making processes about program curriculum. Coordinators oversee curriculum development and assessment. Coordinators ensure that each program under their oversight contains essential curricular components, has appropriate content, uses appropriate pedagogies, and maintains currency in program requirements. Coordinators accomplish their oversight goals by making certain that each program:

- involves as many members of the program faculty as possible in curriculum decision-making and assessment processes
- has published Student Learning Outcomes (SLOs) and target levels of attainment for each program under his or her oversight
- has a system to measure the level to which program completers attain these outcomes
- has a system to analyze SLO attainment results and to consider actions to improve results
- has a system of recording the rationales for evidence-based changes to curriculum or pedagogy
- sees that curriculum changes are approved appropriately at the institutional level, at the USG level, and at the level of accrediting agencies, whichever levels are applicable