

NORTHWEST VISTA COLLEGE  
PROCEDURE

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<b>Procedure Number:</b>	AS 104
<b>Procedure Title:</b>	Faculty Discipline/Program Coordinator Assignment

1. PURPOSE

- 1.1 SACSCOC requires that “for each of its educational programs, the institution assigns appropriate responsibility for program coordination.” (SACSCOC Manual Section 6.2c) SACSCOC indicates “there is an expectation that persons responsible for overseeing the curricular content aspects of program coordination are qualified in fields appropriate to the curricular content (and degree level) of the program” and that “the faculty has responsibility for directing the learning enterprise, including overseeing and coordinating educational programs to assure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency.”

This procedure establishes the roles and responsibilities of Faculty Discipline/Program Coordinators and the procedures through which they shall be selected. It reflects current definitions and practices.

2. DEFINITIONS

- 2.1 SACSCOC defines an “academic program” as “a credential as defined by the institution.” (SACSCOC Manual Section 6.2c) . A program is a combination of courses and related activities organized for the attainment of broad education objectives that leads to a credential. Northwest Vista College considers associate degrees, baccalaureate degrees and certificates as programs because the college awards a credential upon completion.
- 2.2 A Faculty Discipline/Program Coordinator is a member of the academically-qualified program faculty with primary responsibility for coordinating curriculum oversight, advising, and program review. Even though coordinators do administrative work, the position is not considered an administrative position (i.e., a department chair, dean).
- 2.3 Northwest Vista College will maintain a coordinator for most disciplines, a coordinator for each degree (AA, AS, AAT), and a coordinator for each Career and Technical Education (CTE) program.
- 2.4 Faculty credentials and qualifications are defined in procedure AS 005: NVC Faculty Credentials Review Procedure. This procedure document includes the Faculty Credentials Table, which lists all requirements for courses offered at NVC. NVC procedures are published in the Procedures Manual on the NVC website.

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3. QUALIFICATIONS

3.1 The Faculty Discipline/Program Coordinator must hold degree credentials or other qualifications appropriate to the degree, program, or concentration offered.

3.1.1 Faculty must be willing to maintain professional development through college trainings and meetings, or appropriate outsourced opportunities (i.e. leadership training, knowledge of assessment, credentialing, budget).

3.1.2 Serve as full-time Faculty for at least one academic semester at NVC, unless the discipline/program has no other full-time faculty.

3.1.3 Demonstrated ability to contribute to the college beyond teaching (such as developing resources, teaching in other disciplines, service and committee work, and leadership

4. SPECIFIC RESPONSIBILITIES

4.1 The Faculty Discipline/Program Coordinator's responsibilities may include, but are not limited to:

4.1.1 Establishing, managing, and maintaining collaborations and partnerships with all academic departments and programs, as well as resources outside of the college, such as industry leaders and professional organizations, to helping to build and leverage expertise and resources;

4.1.2 Ensuring and developing a well-coordinated and fully integrated communication plan, including email, social media, website, newsletter, and other methods as necessary;

4.1.3 Scheduling and leading program-specific advisory committee meetings as appropriate and providing current membership lists and minutes to the department chair and dean where appropriate;

4.1.4 Executing successful operational policies and practices to ensure an inviting, encouraging, respectful, safe, and effective work environment for all students, volunteers, advisors, faculty and staff;

4.1.5 Identifying service improvement opportunities that will enable the program to achieve its goals and objectives;

4.1.6 Participating in budget preparation and maintaining budget, associated analyses and reports;

4.1.7 Troubleshooting problems; obtaining additional information or providing instruction & guidance by phone, US postal service or e-mail from customers/vendors; performing vendor/account research as needed;

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- 4.1.8 Reviewing market trends to recommend plans to increase revenue, enrollment, participation, engagement, etc.;
- 4.1.9 Analyzing evaluation/assessment data from instructors, students, participants, etc., to assist in program/project development and updates;
- 4.1.10 Coordinating faculty recruitment, appointment & credentialing review processes, including placing ads, candidate communication & visit;
- 4.1.11 Supporting faculty in developing and approving new curricula, in coordination of classroom utilization, and in reviewing student evaluations and student grades;
- 4.1.12 Completing program/project logistical details such as scheduling, curriculum, facilities, technology, registration, enrollment, audits, etc.;
- 4.1.13 Advising students regarding admissions, academic, and career matters within the program/discipline;
- 4.1.14 Implementing strategy regarding structure, process, & staff support of students in compliance with Board policy;
- 4.1.15 Participating in college-wide accreditation reviews that include planning, reporting, data gathering, and analysis;
- 4.1.16 Creating and managing program reviews and evaluation processes and collaborating with IE for continuous improvement.

5. APOINTMENT PROCEDURE AND REPORTING

- 5.1 The Faculty Discipline/Program Coordinator is appointed, based on qualification listed above, by the Chair of the department in consultation with program/discipline faculty and with Academic Dean approval.
- 5.2 The Faculty Discipline/Program Coordinator generally reports to the Chair of the department with responsibility for the discipline and/or program oversight.
- 5.3 In cases where,
  - the responsibilities of the coordinator are accomplished by the department chair/director; and/or
  - the program is an interdisciplinary program not housed in a specific department,
  - the Coordinator reports directly to, and is appointed by, the dean of the college in which the program is housed.

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6. DURATION OF APPOINTMENT

6.1 There is no specific time limit associated with such appointments; an individual may hold the position of Faculty Discipline/Program Coordinator subject to maintenance of the qualifications necessary to hold the position. The individual to whom the Faculty Discipline/Program Coordinator reports (department chair or dean) may make new appointments at any time in consultation with the discipline/program faculty.

7. COMPENSATION AND RELEASE

7.1 The scope of faculty release for this position is as outlined in the Faculty Release Rubric.

Contact for Interpretation: *Insert Appropriate Title for Contact*

<b>Relevant Board Policy:</b>	D.2.1.2 Faculty Teaching Loads; D.2.3.2 Faculty and Department Chair
<b>Relevant SACSCOC Documents:</b>	6.2c Program Coordination
<b>Originating Unit:</b>	Academic Success
<b>Maintenance Unit:</b>	Academic Success
<b>Implementation Date:</b>	Fall 2023
<b>Revision Date:</b>	Fall 2025