

***3.4.11** For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration. **(Academic program coordination)**

Compliance Partial Compliance Non-Compliance

Narrative:

For each degree program, the institution assigns responsibility for program coordination, program evaluation and assessment, as well as for curriculum development and review to persons academically qualified in their curricular area or concentration. These persons are identified as Lead Faculty and accept the assignment and responsibility through a [memo](#) from the Vice President/Dean of the College. Each Lead Faculty report directly to a division Chair, department director, or associate dean. Two Lead Faculty members also carry additional duties as Program Coordinators for upstart programs.

As per State Board Policy [605.02](#), all faculty ([AA/AS](#) and [AAS](#)) must meet State Board minimum degree requirements in order to be hired by the institution as instructors. For academic faculty, including Lead Faculty, minimum requirements are a Master's Degree with eighteen (18) semester hours in their respective field; instructor teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer to senior institutions must have a minimum of a Bachelor's Degree and demonstrated competencies in the teaching field. All instructors at CVCC have undergone a [credentials review](#) and are qualified to develop curriculum and engage in program development within their field of expertise.

Program Coordination

Chattahoochee Valley Community College (CVCC) administers academic programs leading to the Associate of Arts, Associate of Science, and Associate in Applied Science through five divisions all under the supervision of the respective [Division Chair](#) and the Chief Academic Officer. The five Divisions are Humanities, Math and Science, Health Sciences, Business and Information Technology, and Public Safety. The College also administers the Applied Technology Program under the leadership of a Lead Faculty/Program Coordinator, Associate Dean, and Chief Academic Officer.

Recommended curriculum and program changes are routed from the Lead Faculty through the Chair or Supervisor to the [Curriculum Committee](#). The Curriculum Committee forwards its [review and recommendations](#) to the President's Cabinet for final decisions. Decisions are routed back to through the Chair or Supervisor to the Lead Faculty for implementation or for continued development and resubmission to the Curriculum Committee at a later date.

Table 3.4.11-A identifies each division and program, division and program leaders, and lead faculty within the division or program.

Table 3.4.11-A

Degree Program	Lead Faculty	Area of Primary Instruction	Credentials
<i>General Education</i>			
Associate of Science	Susan McCollum	Biology	M.Ed. Secondary Education, Biology – 32 graduate semester hours, Auburn University
Associate of Arts	Andy Scales	English	M.Ed. English - 23 graduate semester hours, Auburn University
<i>Associate in Applied Science</i>			
Applied Technology	Clint Langley	Applied Technology Core	M.Ed. Agriscience Education, Auburn University
Business	Dr. Robert Dansby	Accounting	Ph.D. Education, Southern Illinois University-Carbondale, M.Ed. Business Education, University of Georgia
Business & Office Technology	Susan Young	Office Administration	M.S. Ed. Secondary Education, Troy University, B.S. Ed. Business Office Education, Jacksonville State University
Childcare & Development	Beverly Morris	Psychology	M.S. Management and Human Relations, Abilene Christian University, Psychology - 18 graduate semester hours
Computer Information Systems	Shelia Larkin	Computer Information	MBA Troy University, Management Technology – 18 graduate semester hours
Criminal Justice	Gil Slouchick	Criminal Justice	MPA Justice Administration, Columbus State University, B.S. Criminal Justice, Troy University
Emergency Medical Services	TBD – SP2013	EMS	
Fire Science	TBD – SP2013	Fire Science	
Homeland Security	TBD – SP2013	Fire Science	
Medical Assisting	Shelley Holt	Medical Assisting	M.S. Public Administration, B.S. Health Science, Columbus State University, LPN, Oakland CC
ADN	Shawneen Collins	Nursing	MSN Nursing, Samford University
LPN	Bridgette Jackson	Nursing	MSN Nursing, Walden Univ.
Visual Communications	Christie Cannon (Adjunct)	Visual Communication	M. Fine Arts, Digital Media – 18 graduate semester hours, University of South Carolina

SUPPORT DOCUMENTATION

<u>Memo for Lead Faculty</u>
--

<u>State Board Policy 605.02: Post Secondary Faculty Credentials</u>
--

<u>Job Description – Faculty AA/AS</u>
--

<u>Job Description – Faculty AAS</u>
--

<u>Credentials Review</u>

<u>Job Description – Business and Information Technology Division Chair</u>

<u>Standing Committee – Curriculum Committee 2012-13</u>
--

<u>Curriculum Committee Minutes, February 21, 2013</u>
--