

CS 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.

Compliance **Partial Compliance** **Non-Compliance**

Judgment of Compliance

GCSU is in compliance with this standard, and provides compelling evidence of assignment of responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field through the narrative and supporting documentation.

Program Coordination

Administrative oversight and instructional management of specified majors and concentrations/specializations offered within GCSU degree programs is conducted by properly credentialed faculty members in departments of the four colleges within Office of Academic Affairs, college deans, and respective academic unit chairs/directors. Academic unit heads may assign faculty program coordination responsibilities when majors are configured with multiple concentrations/specialization options of significant curricular complexity.

Summary tables in the documentation list entitled “Academic Program Coordinators” delineate faculty who have program coordination responsibilities for majors, concentrations/specializations, and other academically related programs. The charts are grouped by college and within those units, by departments and programs. Also included in the table is a summary of these program coordinators’ academic credentials, the degrees/ concentrations offered within the department, brief position descriptions/ responsibilities, and if any reassigned time for coordination is provided in the designated faculty member’s workload. Academically qualified faculty members are placed in program coordination roles across all colleges.

Curriculum Development and Review

Following USG Board of Regents Policy ([BOR Policy Manual Sections 3.2.4](#)), Georgia College & State University faculty members have primary responsibility for the content, quality and efficacy of curricula and coordination of programs. Curricular assessment, evaluation and revision (as well as creation or deletion of degrees, minors, and concentrations) emanate from the departmental level faculty, are reviewed by designated college level curricular committees made up of representative, qualified faculty across the college, and forwarded for further consideration through the GCSU academic governance process for final consideration by the President. A list of the committees in each college along with the credentials of the members is included in our documentation below. College level review processes may be found in the [GCSU Academic Affairs Handbook Sections 1.02.3-5](#), included in the documentation below.

Members of the Curriculum and Assessment Policy Committee (CAPC), a standing committee of the university senate, are elected faculty senators and/or presidential/vice presidential appointees with expertise in assessment and/or curricular matters. For further information on the internal curricular review processes at the institutional level see The University Senate Curriculum and Assessment Policy Committee [charge and the list of CAPC committee members and their qualifications](#), included in the documentation below. An example of how a proposal is reviewed by the CAPC from start to finish is included in the documentation.

CAPC curricular recommendations are approved at the university senate level and are then forwarded to the university president for approval. The university president then sends them forward to the University System of Georgia Board of Regents Office for final consideration and approval (see [GCSU Academic Affairs Handbook Section 3.04](#), included in the documentation below).

As a part of the GCSU [Comprehensive Program Review process](#) (program self-study) all undergraduate programs not subject to external, discipline-specific accreditation requirements are reviewed every seven years and graduate programs every ten years; programs subject to external accreditation reaffirmation by discipline-specific bodies are reviewed in sync with the

demands of external accreditation agencies. A review committee chaired by an external reviewer in the discipline, with one member from the Curriculum and Instruction Committee of the college (outside of the program being reviewed but in a related area), and one member outside of the college and program being reviewed (but in a related area) provides input into the program self-study. A systematic process has been developed to allow GCSU faculty members to assess program changes, to examine their strengths and weaknesses, and to identify areas for strategic change. The process outlined was developed to adhere to the policy outlined by the USG Board of Regents (included in the documentation below) while simultaneously recognizing the unique mission of this institution.

Supporting Documents

- 1) Academic Program Coordinators Tables and lists of their credentials from each College (see Program Coordinators subfolder in [http://www.gcsu.edu/planningdocs/cs3411/documentation/www.gcsu.edu/planningdocs/cs3411/documentation/](http://www.gcsu.edu/planningdocs/cs3411/documentation/www.gcsu.edu/planningdocs/cs3411/documentation/www.gcsu.edu/planningdocs/cs3411/documentation/))
 - a. [College of Arts and Sciences](#)
 - b. [College of Health Sciences](#)
 - c. [College of Education](#)
 - d. [College of Business](#)
- 2) Office of Academic Engagement: [Leadership Certificate Program coordinator chart](#)
- 3) [BOR Policy Handbook Section 3.2.4](#) (faculty responsibilities; see BOR Policy subfolder in documentation)
- 4) GCSU Academic Affairs Handbook section 1.02.3-5 (college level curriculum review processes; see GCSU AA subfolder in documentation)
 - a. [1.02.3](#) and [1.02.3.2](#)

i. [1.02.4](#)

b. [1.02.5](#)

5) Members of College Curriculum and Instruction Committees and their qualifications (see C&I subfolder in documentation); [College of Arts and Sciences](#), [College of Health Sciences](#), [College of Education](#), [College of Business](#)

6) Curriculum and Assessment Policy Committee [charge and current membership](#) of the Curriculum and Assessment Policy Committee with list of their qualifications (see CAPC subfolder in documentation)

a. Sample curriculum proposal from COHS illustrating flow through College C&I Committee to Curriculum and Assessment Policy Committee, to University Senate: [Proposal Cover sheet for MAT in Health and Physical Education](#); [MAT in Health and Physical Education Program Proposal](#); [MAT in Health and Physical Education letter of intent](#); [Part-time sequence for degree proposal](#); [full-time sequence for degree proposal](#); [new course proposal for new degree](#); [new course syllabus](#). [Minutes indicating College of Health Sciences Curriculum and Instruction Policy review](#) of the course and degree program proposals. Minutes indicating Curriculum and Assessment Policy Committee review of [new course proposal](#) and [new degree proposal](#). University Senate motion (downloaded [copy here](#)) and university [senate minutes](#) indicating review of proposal and approval.

7) Flowcharts of Curricular review processes at GCSU for new degree programs, certificates, and minors (see Flowcharts subfolder in documentation)

a. Undergraduate [majors](#) and [minors](#)

b. [Graduate programs](#)

c. [Certificates](#)

- 8) [GCSU Academic Affairs Handbook section 3.04](#) (new program proposal and approval procedures; see GCSU AA subfolder in documentation)
- 9) GCSU CPR policy from the GCSU Academic Affairs Handbook:
- a. [3.05.05 Comprehensive Program Review](#)
 - b. [3.05.05.1 CPR Review Cycles](#)
 - c. [3.05.05.2 Threshold Triggers for CPR](#)
 - d. [3.05.05.3 CPR Process Schedule](#)
 - e. [3.05.05.4 CPR Report Guidelines](#)
 - f. [3.05.05.5 CPR Report Template](#)
- 10) USG BOR Comprehensive Program Review policy (section [2.3.6 of the Academic Affairs Handbook](#) and [section 3.6.3 of the BOR Policy Manual](#) in the BOR subfolder in documentation).