

**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 Status:** Compliance

The College of Coastal Georgia has a well-defined process for program coordination. All curriculum development and program coordination are governed by the academic units (i.e., Schools) of the College, which engage the Vice President for Academic Affairs and respective School Deans.

Academic degree programs in the College are housed within the five Schools – Arts, Humanities and Social Sciences; Business and Public Affairs; Education and Teacher Preparation; Mathematics and Natural Sciences; and Nursing and Health Sciences. Overall responsibility for program coordination, including curriculum development and review, rests with the academic deans in each School.

As noted in the *2010-2011 College of Coastal Georgia Full-Time Faculty Handbook*, lead faculty may be asked to assist the School Deans with specific duties related to an academic discipline. Lead faculty are appointed for temporary renewable terms at the request of the School Deans and with the concurrence of the Vice President for Academic Affairs to assist Deans with specific duties related to instruction. Lead instructors are compensated for their efforts but exercise no supervisory or evaluative authority. Assistance rendered at the request of the relevant Dean may include, but is not limited to the following: development of appropriate course scheduling that facilitates student progress towards degree completion, for implementing program review, assisting the development of new degree program opportunities. In those degree programs for which the College does not identify a major, this requirement applies to a curricular area or concentration.

One lead faculty member who exemplifies the standard of exceptional leadership is [Dr. Andrea Wallace](#) who provides the lead in the Sciences. Among her duties since being appointed to this role in academic year 2006-2007 include preparing the first draft of the Class Schedule for Science; participating in the interview of part-time Science faculty; observing and working closely with part-time Science faculty; planning and presiding over Science faculty meetings; and assisting the Dean with curriculum reports and meetings.

The development of a proposed new academic program, based on a formal needs assessment, is coordinated by the School Dean of the instructional unit which would have primary responsibility for offering the program in consultation with the Vice President for Academic Affairs. The proposed program must be consistent with the College's mission and Strategic Master Plan.

Once any curricular change has been approved, the School Dean is responsible for shepherding the approved changes through the Curriculum Committee. As the changes are approved, a lead faculty member may be assigned responsibility for any modifications that the Curriculum Committee recommends.

All of the College's academic deans hold their field's highest qualification and retain active engagement in their fields. Noted below are brief professional biographies of each School Dean accompanied by the vitae of each – click name.

- [Dr. Keith Belcher](#), Dean, School of Mathematics and Natural Sciences

With over 20 years in higher education as a professor and 12 years of experience as a research director, department chair, and division chair, Dr. Belcher provides leadership and oversight for the School of Mathematics and Natural Sciences, including faculty recruitment, budgets, course offerings, curriculum supervision, development of new programs, accreditation requirements, grant management, and advising.

- [Dr. Craig Fleischer](#), Dean, School of Business and Public Affairs

An internationally-focused management scholar with 20 years of university experience, Dr. Fleisher has held various positions, including endowed Research Chair, Dean, MBA Director, Area Chair, and/or Full Professor. A former President of the international Society of Competitive Intelligence Professionals (SCIP), Dr. Fleisher has particular expertise in strategic management, performance assessment and public affairs.

- [Dr. Karen Hambright](#), Dean, School of Arts, Humanities and Social Sciences

With 16 years of experience teaching in the USG and eight years administrative experience, Dr. Hambright is responsible for oversight of curriculum, general education and assessment, advising, faculty development, and new academic program development in the School of Arts, Humanities and Social Sciences.

- [Dr. Patricia Kraft](#), Dean, School of Nursing and Health Sciences

Dr. Kraft most recently served as the Associate Provost and Dean of the School of Nursing and Behavioral Health at Carson-Newman College in Tennessee. Prior to her eight years in the Dean's role, Dr. Kraft was Chair of the nursing program at Waynesburg College in Pennsylvania. She provides more than 20 years of teaching and research experience, as well as three decades of practice experience to this significant role.

- [Dr. Kent Layton](#), Dean, School of Education and Teacher Preparation

With 24 years of experience in teacher preparation, Dr. Layton leads the College's teacher preparation efforts and is responsible for coordinating professional development opportunities for faculty.

All curriculum changes must adhere to the process delineated in [Comprehensive Standard 3.4.1](#). All new programs require USG Board of Regents approval.

**Supporting Documentation**

Lead faculty vitae sample

- [Dr. Andrea Wallace](#)

School Dean curriculum vitae

- [Dr. Keith Belcher, Dean, School of Mathematics and Natural Sciences](#)
- [Dr. Craig Fleischer, Dean, School of Business and Public Affairs](#)
- [Dr. Karen Hambright, Dean, School of Arts, Humanities and Social Sciences](#)
- [Dr. Patricia Kraft, Dean, School of Nursing and Health Sciences](#)
- [Dr. Kent Layton, Dean, School of Education and Teacher Preparation](#)