

Requirement 3.4.11

Educational Programs: All: Academic program coordination

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.

Judgment

Compliant Partial Compliance Non-Compliant Not Applicable

Narrative

Haywood Community College (HCC) is in compliance with Comprehensive Standard 3.4.11.

Academic Program Oversight

Program coordination and curriculum development/review for all Haywood Community College academic programs are assigned to persons academically qualified within their respective field of oversight. The attached chart documenting the overseeing of academic programs notes supervisor names, credentials, institutional titles, and areas of supervisory jurisdiction ([Programs of Study](#)). The [HCC organizational chart](#) provides further documentation and clarification of supervisory areas.

Academic Program Supervisory Credentials

To balance supervisory workload, consideration is given to program size for oversight. In larger program areas, department chairs are assisted by program managers. All HCC department chairs have at least a master's degree in their field of oversight or a related field. All HCC program managers have degrees in program-related fields. HCC's Vice President of Academic and Workforce Development holds a Master's Degree in Two-Year College Teaching from Western Carolina University. Job descriptions for the academic vice president, department chairs, and program managers are attached as additional documentation ([Vice President of Academic and Workforce Development Job Description](#)) ([Academic Department Chair Job Description](#)) ([Program Manager Job Description](#)) ([Lead Instructor](#)). (Please click on the Faculty Credentials link at the bottom of the screen to review credentials of assigned program leaders or the CD mailed with the Compliance Certification Documents/DVD.) Department chair and program manager qualifications are verified at least every three years in the Curriculum Review Process. Please see HCC's response to **Comprehensive Standard 3.7.1** which expands upon faculty credentials review processes.

Academic Program Supervisory Training

All HCC academic program supervisors (Vice President, department chairs, program managers) receive appropriate leadership training under the College's adoption of *Leaders in Action* guidelines for supervisory best principles and practices and through the College Advisory Council ([HCC Leaders in Action](#)) ([HCC Faculty and Staff Handbook, CAC Roles, Expectations, and Membership, p.](#)

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Supporting Documents

-  [Department Chair Position Description](#)
-  [Leaders in Action](#)
-  [Lead Instructor Position Description](#)
-  [Program Manager Position Description](#)
-  [VP Academic Services Position Description](#)
-  [Faculty Staff Handbook 2007 \(page 16\)](#)
-  [HCC Org Chart](#)
-  [Programs of Study Chart](#)