POLICY STATEMENT

COORDINATED BY: Office of Academic Affairs

EFFECTIVE: February 21, 2012

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SUBJECT: UNDERGRADUATE ACADEMIC PROGRAM COORDINATORS

I. PURPOSE
To set forth the responsibilities of each undergraduate academic Program Coordinator.

II. POLICY
Each undergraduate academic degree program at LSU Shreveport is assigned a Program Coordinator who has an appropriate and corresponding terminal degree or other qualifying credential in the relevant academic discipline. Departments with multiple academic programs should appoint an appropriately credentialed Program Coordinator for each program.

The Program Coordinator is responsible for overseeing curriculum development and review. This oversight includes:
- Course revisions and additions
- Program revisions and additions
- Number of sections of courses to offer each semester
- Course distribution
- Equipment maintenance and purchase
- Library resources review
- Textbooks/instructional materials review
- Program and course evaluation
- Annual program assessment reporting to the Office of Academic Affairs
This policy was written, approved and published in accordance with LSU Shreveport General Policy 1.01.01 Policy Manual published at https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements.