



**POLICY TITLE**  
*Program Management*

**POLICY NUMBER**  
*1.4210*

<b>Responsible Office:</b> <i>Office of the Vice Chancellor for Academic and Student Affairs</i>	<b>Effective Date:</b> <i>01/07/2022</i>
<b>Responsible Official:</b> <i>Vice Chancellor for Academic and Student Affairs</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Academic Affairs</i>	<b>Origination Date:</b> <i>07/29/2021</i>

**I. POLICY STATEMENT**

Baton Rouge Community College (BRCC) upholds the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and ensures that the College has assigned appropriate responsibility for the coordination of each of its programs.

**II. POLICY RATIONALE AND SCOPE**

The purpose of this policy is to establish the specific guidelines related to the coordination of programs at BRCC. Recognizing that the programs at the College require varying levels of programmatic oversight, the College has established three distinct levels of program coordination.

**Program Coordination of Technical Education**

- Academic programs requiring some or all of the following: discipline-specific accreditation, advisory boards, Perkins reporting, complex transfer agreements, adherence/attention to state licensing requirements, and/or internship coordination
- Programs included (plus all embedded awards or exit points): Technical Diploma Auto Body Repair, Technical Diploma Automotive Technician, Associate of Applied Science Aviation Maintenance Technology, Technical Diploma Carpentry, Technical Diploma Cosmetology, Technical Diploma Culinary Arts, Technical Diploma Diesel Heavy Truck Technology, Technical Diploma Drafting and Design Technology, Technical Diploma Horticulture, Technical Diploma HVAC/R Technician, Technical Diploma NCCER Electrical Level 4, Technical Diploma NCCER Instrumentation Level 4, Technical Diploma NCCER Millwright Level 4, Technical Diploma NCCER Pipefitting Level 4,

Associate of Applied Science Process Technology, Associate of Applied Science Technical Studies (all concentrations), Associate of Applied Science Vehicle Maintenance and Repair Technology (all concentrations), Technical Diploma Welding

- Full-time (staff), 12-month position
- Focuses on program development, personnel management, planning and budgeting, and other administrative duties
- Works directly for the Division Dean in the administration of functions and duties
- Performance assessed annually as part of the LCTCS Annual Performance Evaluation process
- Duties include:
  - personnel management, scheduling, evaluation, hiring/promotion/termination, budgeting, mentoring, addressing complaints/concerns, advisory board reporting, student issues, prerequisites/co-requisites, overrides, monitoring grades/attendance, course substitutions, advising, graduation audits, equipment management, program reviews, course/program development, budget/unit plans, program assessment reporting, industry-based certifications, master syllabi, committee work, textbooks, Perkins reporting, and site monitoring, etc.

### **Program Coordination of Nursing and Allied Health Programs**

- Nursing and Allied Programs requiring some or all of the following: discipline-specific accreditation, advisory boards, Perkins reporting, student internships, complex transfer agreements, clinical site placement and coordination, and/or adherence/attention to state licensing requirements
- Programs included: Associate of Applied Science Diagnostic Medical Sonography, Certificate of Technical Studies Medical Assistant, Associate of Science Nursing, Certificate of Technical Studies Emergency Medical Technician-Paramedic, Certificate of Technical Studies Pharmacy Technician, Technical Diploma Practical Nursing, Associate of Science Surgical Technology (and embedded Sterile Processing certificate), and Associate of Applied Science Veterinary Technology
- Filled by a full-time, 12-month academic faculty member
- Position is a three-year rotating term
- Requires a minimum rank of assistant professor and three years' experience at the College; exceptions may be made to this requirement contingent on the needs of the program, such as a new program or only one qualified faculty to lead the program.
- Interested faculty submit a letter of interest to the Dean of Nursing and Allied Health
- Position is selected from all interested applicants by the division dean
- Performance assessed annually using the Annual Evaluation of Programmatic Coordination Instrument
- Duties include some or all of the following: intrusive/intensive advising, graduation audits, strategic scheduling, grant writing, program assessment reporting, advisory board reporting, entrance/exit interviews, articulation agreements, workshop/camp/outreach activities, web page/social media management, equipment

monitoring/management/inventory, Academic Program Review, Program Health Index, programmatic representation at campus activities, clinical placements

### **Program Coordination of Academic Non-Technical Programs by Full-time, Nine-Month Faculty**

- Academic programs requiring some or all of the following: discipline-specific accreditation, advisory boards, Perkins reporting, student internships, complex transfer agreements, and/or adherence/attention to state licensing requirements
- Programs included: Associate of Arts American Sign Language Studies, Associate of Applied Science Paralegal Studies, Associate of Science Criminal Justice, Associate of Applied Science Care and Development of Young Children, Associate of Science Teaching, Associate of Science Computer Science, Associate of Applied Science Computing and Information Systems (all concentrations), Certificate of Technical Studies Computer Networking, Technical Diploma Information Technology, Associate of Science Pre-Engineering, Certificate of Technical Studies Accounting Technology, Associate of Applied Science Business Administration (and embedded awards), Associate of Science Business, Associate of Applied Science Construction Management
- Filled by a full-time, 9-month academic non-technical faculty member
- Faculty receive two course releases per academic semester (fall and spring)
- Position is a three-year rotating term
- Requires a minimum rank of assistant professor and three years' experience at the College; exceptions may be made to this requirement contingent on the needs of the program, such as a new program or only one qualified faculty to lead the program.
- Interested faculty submit a letter of interest to their respective department chair
- Position is selected from all interested applicants by the division administration team (dean and department chair(s))
- Performance assessed annually using the Annual Evaluation of Programmatic Coordination Instrument
- Duties include some or all of the following: intrusive/intensive advising, graduation audits, strategic scheduling, grant writing, program assessment reporting, advisory board reporting, entrance/exit interviews, articulation agreements, workshop/camp/outreach activities, web page/social media management, equipment monitoring/management/inventory, Academic Program Review, Program Health Index, programmatic representation at campus activities, internship placements

### **Program Coordination of Academic Non-Technical Programs by Department Chairs**

- Academic programs that require little to none of the following: discipline-specific accreditation, advisory boards, Perkins reporting, student internships, complex transfer agreements, and/or adherence/attention to state licensing requirements
- Programs included: Associate of Arts Louisiana Transfer (all concentrations), Associate of Science Louisiana Transfer (all concentration), Associate of Arts Liberal Arts, Associate

of Science General Science, Certificate of Technical Studies Graphic Arts, General Studies Certificate

- Programmatic oversight is performed by the dean or department chair as part of their regular job duties
- Performance assessed annually as part of the dean/department chair Annual Performance Evaluation process
- Duties include some or all of the following: intrusive/intensive advising, graduation audits, strategic scheduling, program assessment reporting, articulation agreements, equipment monitoring/management/inventory, Academic Program Review, Program Health Index, and programmatic representation at campus activities.

### **III. POLICY AUDIENCE**

The policy audience for this policy includes faculty, department chairs, and deans

### **IV. POLICY COMPLIANCE**

Maintenance of SACSCOC accreditation requires compliance with Principles on programmatic coordination.

### **V. POLICY DEFINITIONS**

**Release time** is release from the faculty member's course load to perform a defined service to the College, and therefore, release time cannot be used as an overload. Release time provides a course load substitution for work on special assignments or projects and is based on a hypothetical 3-credit course equivalency.

### **VI. POLICY IMPLEMENTATION PROCEDURES**

This policy will be implemented by deans of academic divisions.

### **VII. POLICY RELATED INFORMATION**

SACSCOC Principle of Accreditation 6.2.c

### **VIII. POLICY EXCEPTION**

Exceptions to this policy must be approved by the Academic Dean and the Vice Chancellor for Academic and Student Affairs.

### **IX. POLICY HISTORY AND REVIEW CYCLE**

This is a new policy and will be reviewed and revised, as needed, within three years of policy implementation.

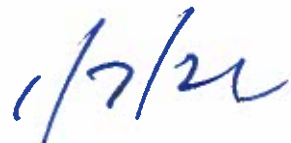
### **X. POLICY URL**

[www.mybrcc.edu](http://www.mybrcc.edu).

### **XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



Willie E. Smith, Sr., Ed.D.  
Chancellor



Date  
*Effective Date of Policy*

**Level 2 Annual Evaluation of Duties, Programmatic Coordination  
of Academic Non-Technical Programs**

Name:

Program:

Academic year being evaluated:

Task	Satisfactorily completed by deadline (if applicable)? Yes, No, N/A	Notes
Advising		
Graduation audits		
Strategic scheduling		
Grant writing		
Program assessment		
Advisory boards, including reporting		
Internship placements		
Entrance/exit interviews		
Articulation agreements		
Outreach activities		
Web page/social media management		
Equipment monitoring/management/inventory		
Academic Program Review		
Program Health Index		
Programmatic representation at campus activities		

Employee has satisfactorily completed the assigned tasks for programmatic coordination of the designated program (if no, please include justification and whether the employee will be allowed to continue in this role)	Yes	No
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Signature/date of supervisor:

Signature/date of person responsible for programmatic coordination: