

McNeese State University  
**Academic Program Coordinator**

- I. *SACS Principles of Accreditation*, Section 3.4.13  
***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.***
  
- II. Responsibilities of the Coordinator
  - A. Annual review of program against appropriate standards including those of professional accrediting agencies, discipline-specific standards, general education competencies, if course appropriate, and/or peer institutions.
  - B. Annual program assessment and evaluation as part of the university master plan and progress report process.
  - C. Periodic research, analysis, evaluation of the academic program and collaboration with program faculty for the purpose of professional accreditation or re-accreditation and/or external review as required by McNeese's five-year assessment cycle.
  - D. Propose curricular and requirements changes to program based on assessment cycles.
  
- III. Annual review against standards
  - A. Following the receipt of standards documents from professional accreditation agencies, discipline-specific standards, and/or peer institutions, review program requirements against changed benchmarks and if warranted, collaborate with program faculty in proposing change to curricula or additional program requirements as part of the master plan/progress report process.
  - B. Submit report to department head with the results of any standards reviews as they occur.
  
- IV. Annual program assessment and evaluation (Master Plan/Progress Report)
  - A. Collect data based on the current "assessment method" from appropriate sources (program faculty, annual departmental data reports, institutional research, etc.) and following analysis, develop an initial set of "measured outcomes" for each current program objective.
  - B. In collaboration with program faculty, review and discuss initial "measured outcomes" for each program objective.
    1. Formalize initial statement for "measured outcomes."
    2. For each objective, compare "measured outcomes" to "desired indicators" and develop final "measured outcomes" statements.
    3. With national and state standards as a benchmark, develop a "plan for improvement" for each learning outcome including course and requirements changes, if warranted.

4. If appropriate, change “assessment methods”, “desired outcomes” and/or “program objectives.”
  - C. Produce final version of program master plan/progress report and electronically deliver to department head.
  - D. Review final master plan/progress report with department head in preparation for submission of plan/report to the McNeese Office of Institutional Effectiveness.
- V. Accreditation Review/External Review
- A. Initially research, analyze, and evaluate the academic program as directed by the self-study process protocol of the accreditation agency (if applicable) or by the undergraduate program review guidelines or graduate program standards.
  - B. Collaborate with program faculty to produce a final draft of the required self-study document.
  - C. Review the final draft with the department head or appointed steering committee to reach a final document version for inclusion in the self-study document or for submission to the McNeese Assessment Team.
  - D. Participate in any response documents that become necessary through the self-study process.
  - E. In the case of external review, assist in identifying several candidates to serve as external reviewers.
  - F. Be available for interview by any accreditation visitation team or external reviewing member.