

STANDARD 6.2.C PROGRAM COORDINATION

For each of its educational programs, the institution assigns appropriate responsibility for program coordination.

Institutional Response

The program coordinator for the Bachelor of Arts (Biology), the Bachelor of Science (Biology), and the Bachelor of Science (Clinical Laboratory Science) programs is the Chair of the Department of Biology and Geology, Dr. William Jackson. As shown on [Dr. Jackson curriculum vitae](#),^[S1] he was the Chair of the Department of Biology and Geology during the last reaffirmation in 2011 and he has more 30 years of relevant experience in higher education that qualifies him to serve as the coordinator for these programs. Dr. Jackson's [PhD is in Immunology and Microbiology](#).^[S2] Immunology and microbiology are sub-specialties of biology that have direct application in a clinical setting. Microbiology deals with the study of viruses, bacteria, fungi, and parasites, as well as the disease-causing potential of these microorganisms. Related to this field is immunology which is the study of how the immune system responds to threats from microorganisms. As indicated in the [appointment letter for Dr. Jackson](#),^[S3] his duties related to these programs include recruitment and evaluation of faculty, advisement of students, budget management, faculty development, curriculum, class scheduling, and assessment.

The faculty within the Department of History, Political Science, and Philosophy has recently selected from among their ranks, two new coordinators to oversee the Bachelor of Arts (History) and the Bachelor of Arts (Political Science) programs, respectively. Each coordinator reports to the Chair of the Department of History, Political Science, and Philosophy, Dr. Elizabeth Georgian. The program coordinator for the Bachelor of Arts (History) is [Dr. Roger Deal](#).^[S4] As shown on [Dr. Deal's curriculum vitae](#),^[S5] he is an Associate Professor of History and his [PhD is in History](#).^[S6] The program coordinator for the Bachelor of Arts (Political Science) is [Dr. Matthew P. Thornburg](#).^[S7] As shown in Dr. Thornburg's [curriculum vitae](#),^[S8] he is an Assistant Professor of Political Science and his [PhD is in Political Science](#).^[S9] The appointment letters for [Dr. Deal](#)^[S4]

and [Dr. Thornburg](#) ^[S7] specify duties related to planning and coordination of program assessment activities, assisting with the scheduling of classes, and organizing processes to enact curricular changes.

The Bachelor of Arts in Education (Early Childhood Education) program on the Salkehatchie campus is coordinated by the onsite Salkehatchie Education coordinator, [Dr. Patricia Fears](#) ^[S10] who has a [EdD in Education](#).^[S11] The same program located on the Sumter campus is coordinated by the onsite Sumter Education coordinator, [Dr. Christina Lunsman](#) ^[S12] who has a [PhD in Teacher Education](#).^[S13] The USC Aiken programs located at USC Salkehatchie and USC Sumter are completion programs. Students located on the remote campuses who are interested in completing a baccalaureate degree with USC Aiken are directed to and assigned the appropriate onsite program coordinator to serve as an advisor while they are still pursuing an associate degree at the USC campus. As indicated in the [appointment letter of Dr. Fears](#),^[S14] the program coordinators market and recruit students into the programs, assist with the scheduling of classes, identify adjunct instructors, and coordinate field placements. The onsite program coordinators serve as a point of contact for students within the programs on the remote campus. Coordination of academic matters such as curricular modifications, assessment activities, compliance with accreditation and state standards, and faculty professional development are coordinated by the USC Aiken [Program Director for Early Childhood Education Dr. Sally McClellan](#) ^[S15] in consultation with the onsite program coordinators and Early Childhood Education faculty. Dr. McClellan has a [PhD in Education](#),^[S16] and as shown on her [curriculum vitae](#),^[S17] is a tenured Associate Professor of Early Childhood Education with more than 15 years of relevant experience.

The program coordinator for the Bachelor of Science (Applied Computer Science) and the Bachelor of Science (Applied Computer Science online) programs is the Chair of the Department of Mathematical Sciences and Engineering, Dr. Mohammad Hailat. As shown on [Dr. Hailat's curriculum vitae](#),^[S18] he was the Chair of the Department of Mathematical Sciences during the last reaffirmation in 2011 and he has more 21 years of

relevant experience in higher education that qualifies him to serve as the coordinator for these programs. Dr. Hailat's [PhD is in Mathematics](#).^[S19]

USC Aiken takes the position held by many that computer science is an applied branch of the mathematical sciences. It is the application of discrete mathematics such as logic notation, set theory, combinatorics, graph theory, probability, number theory and algebra that serve as the foundation for programming and computer science. Boolean algebra is used in logic gates and relational algebra is used in databases. The introduction to use of algorithms, a fundamental component of computer science, occurs in the mathematical sciences. Further, the analytical skills required in computer science have their base in mathematics; program flow and debugging skills required in computer science are no different than those required to analyze equations and understand the derivation flow of a mathematical equation. The computer science areas of artificial intelligence and machine learning require a thorough knowledge of linear algebra, multivariable calculus, and probability theory. It is USC Aiken's position that Dr. Hailat's background in mathematics qualifies him to oversee the computer science programs. The duties and responsibilities of Dr. Hailat delineated in his [letter of appointment](#) ^[S20] include recruitment and evaluation of faculty, advisement of students, budget management, faculty development, curriculum, class scheduling, and assessment.

The Coordinator for the Master of Education (Educator Leadership) program is no longer employed at USC Aiken. The newly appointed program coordinator is [Dr. Bridget Coleman](#).^[S21] Dr. Coleman has a [PhD in Elementary Education](#).^[S22] The curricular description of the [MEd \(Educator Leadership\) program](#) ^[S23] illustrates that it is a program leading to a general teacher leader certification endorsement, and is not a program designed for certification as a principal or superintendent. As shown on her [curriculum vitae](#), ^[S24] Dr. Coleman is a tenured professor with more than 20 years of relevant experience and is thus well qualified to coordinate this program.

As stated in the Off-Site Reaffirmation Committee Report, the off-site team examined the general description of duties and responsibilities of deans and chairs presented in the Faculty Manual. The relevant section of the [Faculty Manual](#) ^[S25] only

identifies positions that report directly to the Provost and Executive Vice Chancellor for Academic Affairs. While some program coordinators, who also serve as chairs and deans, report to the Executive Vice Chancellor for Academic Affairs, most report directly to a chair or dean.

USC Aiken does not have an institutional policy related to duties or qualifications of program coordinators. Specific duties of program coordinators are specified in each individual's appointment letter which are provided as supporting documentation. Generally, the title "Academic Program Coordinator" includes several positions and titles used in the university such as program coordinator, director, and graduate director. Academic program coordinators are appointed by a school dean or chair of a department. Typically, the chair selects a coordinator with input from program faculty and informs the dean of the appointment, who in turn informs the Executive Vice Chancellor for Academic Affairs and Provost of the appointment. Coordinators are appointed from the ranks of the department's or program's faculty, and are academically qualified to teach in the programs under their purview. The term of appointment for an academic program coordinator is at the dean's or department chair's discretion. All individuals in such positions serve at the pleasure of the appointing authority.

Additional Supporting Documentation

- S1. [CV of William Jackson](#)
 - S2. [Transcript of William Jackson](#)
 - S3. [Appointment Letter for Chair of Biology & Geology](#)
 - S4. [Appointment Letter for Coordinator of History](#)
 - S5. [CV of Roger Deal](#)
 - S6. [Transcript of Roger Deal](#)
 - S7. [Appointment Letter for Coordinator of Political Science](#)
 - S8. [CV of Matthew P. Thornburg](#)
 - S9. [Transcript of Matthew P. Thornburg](#)
 - S10. [CV of Patricia Fears](#)
 - S11. [Transcript of Patricia Fears](#)
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- S12. [CV of Christina Lunsmann](#)
- S13. [Transcript of Christian Lunsmann](#)
- S14. [Appointment Letter for Director of Early Childhood Education](#)
- S15. [Transcript of Sally McClellan](#)
- S16. [CV of Sally McClellan](#)
- S17. [Appointment Letter of the Salkehatchie Education Coordinator](#)
- S18. [CV of Mohammad Hailat](#)
- S19. [Transcript of Mohammad Hailat](#)
- S20. [Appointment Letter for Chair of Mathematical Sciences](#)
- S21. [Appointment Letter for Director of Graduate Education Programs](#)
- S22. [Transcript of Bridget Coleman](#)
- S23. [MEd \(Educator Leadership\) Online Program](#)
- S24. [CV of Bridget Coleman](#)
- S25. [Faculty Manual: Academic Officers Reporting to the Executive Vice Chancellor for Academic Affairs](#)