EAST CAROLINA UNIVERSITY
PROFESSIONAL QUALIFICATION STATEMENT FOR DEGREE/CONCENTRATION/CERTIFICATE/MINOR PROGRAMS
(Limit to 1 Page and 1 Program/Coordinator per Page)

College and Dept: Harriot College of Arts and Science/Political Science  Date: 3/7/2012

Program Title: Graduate Certificate in Security Studies
Program CIP Code: 30.0501.501.000  Certificate

Coordinator Responsibilities:
1. serve as chair and voting member of the Certificate Committee.
2. prepare the agenda in advance of meetings, preside over meetings, advise the committee members on their deliberations, and be responsible for keeping a record of the decisions of the committee.
3. coordinate, in conjunction with the Certificate Committee, the chairperson of the Department, and the dean of graduate studies, procedures relating to the admission of prospective students into the Certificate program.
4. develop and conduct an active program of recruitment for the purpose of enrolling qualified students in the Certificate program.
5. supervise registration of all Certificate students in a timely fashion.
6. consult with Certificate students on their coursework.
7. see to the maintenance of records, letters of recommendation, grade reports, and other data of students.
8. collect and record information about activities of graduates from the Certificate Program.
9. serve as representative of the Certificate program not only to individuals and organizations on the university campus, but to all professional, governmental, or civic organizations with which the program is relevantly involved.
10. Acts for the chairperson in his/her absence on matters pertinent to the program and designate, with the concurrence of the chairperson, a person in his/her absence as acting director during summer sessions.

Coordinator Name: Jall Roshandel

In the event of co-coordinators, please use a separate qualification sheet for each. Indicate only co-coordinator's name below for cross-reference.

Co-Coordinator: No  Name of Co-Coordinator (please use a separate qualification sheet to complete information): Click here to enter text.

Degrees Earned:
PhD in Political Science,
MS and BA in Political Science,
Associate degree in Translation and interpretation

Experience:
Academic positions since 1989 (Since 2006 at East Carolina University)

Certifications: Click here to enter text.

Courses Taught at ECU:
POLS2020-INTRO INTERNAT RELAT  - POLS3155-NATL SECURITY POL  - POLS3260-MID ESTN POL SYSYM
POLS4501-INDEP STUDY IN POL  - POLS4502-INDEP STUDY IN POL  - POLS6155-CHNG NATURE NATL SEC
POLS6425-War, Peace and Sec in Mid East  - POLS6430-SEM INTERN POLITIC - SECS6155-CHANGING NATURE NATL SEC POL  - SECS6250-Policy and Practice of Security

Narrative Statement of Qualifications (to be completed by chair or dean):
As you draft the narrative, please consider the following:

1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

PhD in Political Science; and experience in creating and sustaining graduate level programs.

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

Multiple years of experience directing graduate programs; experience in accreditation process.

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

Click here to enter text.

Signatures:
Coordinator: Jall Roshandel  Date: 03/07/2012

Dept Chair/School Director:  For Brad  Date: 3-7-2012
Lockerie

Dean:  Date: 7-14-12

(Please print, sign, scan, and submit as a pdf in a complete package to summeyk@ecu.edu.)
### EAST CAROLINA UNIVERSITY
**PROFESSIONAL QUALIFICATION STATEMENT FOR DEGREE/CONCENTRATION/CERTIFICATE/MINOR PROGRAMS**
*(Limit to 1 Page and 1 Program/Coordinator per Page)*

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<tr>
<td>Degree</td>
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**Coordinator Responsibilities:**
1. serve as chair and voting member of the MSSS Committee.
2. prepare the agenda in advance of meetings, preside over meetings, advise the committee members on their deliberations, and be responsible for keeping a record of the decisions of the committee.
3. coordinate, in conjunction with the MSSS Committee, the chairperson of the Department, and the dean of graduate studies, procedures relating to the admission of prospective students into the MSSS program.
4. develop and conduct an active program of recruitment for the purpose of enrolling qualified students in the MSSS program.
5. supervise registration of all MSSS students in a timely fashion.
6. consult with MSSS students on their MSSS professional papers, including committee membership.
7. see to the maintenance of records, letters of recommendation, grade reports, and other data of MSSS students.
8. collect and record information about activities of graduates from the MSSS Program.
9. serve as representative of the MSSS program not only to individuals and organizations on the university campus, but to all professional, governmental, or civic organizations with which the MSSS program is relevantly involved.
10. Acts for the chairperson in his/her absence on matters pertinent to the MSSS program and designate, with the concurrence of the chairperson, a person in his/her absence as acting MSSS director during summer sessions.

**Coordinator Name:** Jall Roshandel

In the event of co-coordinators, please use a separate qualification sheet for each. Indicate only co-coordinator's name below for cross-reference.

<table>
<thead>
<tr>
<th>Co-coordinator?</th>
<th>No</th>
<th>Name of Co-coordinator (please use a separate qualification sheet to complete information): Click here to enter text.</th>
</tr>
</thead>
</table>

**Degrees Earned:**
- PhD in Political Science, MS and BA in Political Science, Associate degree in Translation and Interpretation

**Experience:**
- Academic positions since 1989 (Since 2006 at East Carolina University)

**Certifications:**
Click here to enter text.

**Courses Taught at ECU:**
POLS2500-INTRO INTERNAT RELAT - POLS3155-NATL SECURITY POL - POLS3260-MID ESTN POL SYSTM POLS4501-INDEP STUDY IN POL - POLS4502-INDEP STUDY IN POL - POLS6155-CHNG NATURE NATL SEC POLS6425-War, Peace and Sec in Mid East - POLS6430-SEM INTERN POLITIC - SEC56155-CHANGING NATURE NATL SEC POL - SEC56250-Policy and Practice of Security

**Narrative Statement of Qualifications (to be completed by chair or dean):**

As you draft the narrative, please consider the following:

1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

- PhD in Political Science; and experience in creating and sustaining graduate program at the Masters' level

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

- Multiple years of experience directing graduate programs; experience in accreditation process.

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

Click here to enter text.

**Signatures:**

Coordinator: Jall Roshandel Date: 03/07/2012

Dept Chair/School Director: For Brad Date: 3-7-2012

Dean: Date: 7-

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EAST CAROLINA UNIVERSITY
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<tbody>
<tr>
<td>Program Title:</td>
<td>MPA Public Administration</td>
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<tr>
<td>Program CIP Code:</td>
<td>44.0401.118.000</td>
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</table>

**Coordinator Responsibilities:**

- a. serve as chair and voting member of the MPA Committee.
- b. prepare the agenda in advance of meetings, preside over meetings, advise the Committee members on their deliberations, and be responsible for keeping a record of the decisions of the Committee.
- c. coordinate, in conjunction with the MPA Committee, the Chairperson of the Department, and the Dean of the Graduate School, procedures relating to the admission of prospective students into the MPA Program.
- d. develop and conduct an active program of recruitment for the purpose of enrolling qualified students in the MPA Program.
- e. supervise registration of all MPA students in a timely fashion.
- f. consult with MPA students on their MPA Professional Papers, including committee membership.
- g. see to the maintenance of records, letters of recommendation, grade reports, and other data of MPA students.
- h. collect and record information about activities of graduates from the MPA Program.
- i. serve as representative of the MPA program not only to individuals and organizations on the university campus, but to all professional, governmental, or civic organizations with which the MPA program is relevantly involved.
- j. act for the Chairperson in his/her absence on matters pertinent to the MPA Program and designate, with the concurrence of the Chairperson, a person in his/her absence as acting MPA Director during summer sessions.

**Coordinator Name:** Robert J. Thompson

In the event of co-coordinators, please use a separate qualification sheet for each. Indicate only co-coordinator's name below for cross-reference.

<table>
<thead>
<tr>
<th>Co-Coordinator?</th>
<th>No.</th>
<th>Name of Co-Coordinator (please use a separate qualification sheet to complete information): Click here to enter text.</th>
</tr>
</thead>
</table>

**Degrees Earned:** BA, MA, Ph.D., Political Science

**Experience:** Served as university administrator in different capacities for over 20 years, research, and teaching areas

**Certifications:** NA

**Courses Taught at ECU:** POLS1010, 2010, 2020, 3234, 3235, 3240, 3282, 4000, PADM6150, 6220, 6400, 6410, 6900

**Narrative Statement of Qualifications (to be completed by chair or dean):**

As you draft the narrative, please consider the following:

1) **What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?**

- Decades of service in graduate and undergraduate curriculum development

2) **What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?**

Former coordinator of ECU SACS reaccreditation effort.

**If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.**

Click here to enter text.

**Signatures:**

Co-Director: Robert J. Thompson Date: 3/1/12

Dept Chair/School Director: Jonathan Wilkin For Brad Date: 3-7-2012

Lockeby

Dean:  Date: 7/1/12

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EAST CAROLINA UNIVERSITY
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<th>Date:</th>
<th>3/7/2012</th>
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<td>BA in Political Science</td>
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<tr>
<td>Program CIP Code:</td>
<td>45.1001.018.000</td>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td>a. supervise registration and advising of General College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>advisees assigned to the Department.  b. consult with the</td>
<td></td>
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<tr>
<td></td>
<td>Undergraduate Committee on the operations of the undergraduate programs and the adequacy of established procedures and; and, in cooperation with the Undergraduate Committee, assist the faculty in the development of new course proposals and recommend undergraduate schedules. c. represent the Department before the Arts and Sciences Curriculum Committee and before the University Curriculum Committee. d. assist with the orientation and recruitment of prospective majors. e. participate on behalf of the Department in the summer orientation program for incoming freshmen and transfer students. f. act of the Chairperson in his or her absence in undergraduate matters. g. advise students changing their major to political science about the nature and special requirements of the BA Degree Program and the BS Degree Program offered by the Department. h. supervise registration and advising of undergraduate majors. i. maintain records.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coordinator Name: Click here to enter text. **Nancy Spalding**

in the event of co-coordinators, please use a separate qualification sheet for each. Indicate only co-coordinator's name below for cross-reference.

Co-Coordinator? No

Name of Co-Coordinator (please use a separate qualification sheet to complete information): Click here to enter text.

Degrees Earned: PhD Political Science

Experience: Served as undergraduate coordinator for 10 years and associate dean

Certifications: NA

Courses Taught at ECU: POLS 1010, 2020, 2070, 3011, 3265, 3290, 3292, 3295, 4360, 4380, 4383

Narrative Statement of Qualifications (to be completed by chair or dean):

As you draft the narrative, please consider the following:

1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

Member of Curriculum Committee and Foundations Curriculum Committee

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

Director of Assessment for POLS for 10 years

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

Click here to enter text.

Signatures:

Coordinator: [Signature] Date: ___-___-____

Dept Chair/School Director: [Signature] For Brad Lockerbie Date: 3-7-2012

Dean: [Signature] Date: ___-___-____

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PROFESSIONAL QUALIFICATION STATEMENT FOR DEGREE/CONCENTRATION/CERTIFICATE/MINOR PROGRAMS
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<tbody>
<tr>
<td>Program Title:</td>
<td>BS in Political Science</td>
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</tr>
<tr>
<td>Program CIP Code:</td>
<td>45.1001.027.000</td>
<td>Degree</td>
</tr>
<tr>
<td>Coordinator Responsibilities:</td>
<td>a. supervise registration and advising of General College advisees assigned to the Department. b. consult with the Undergraduate Committee on the operations of the undergraduate programs and the adequacy of established procedures and; and, in cooperation with the Undergraduate Committee, assist the faculty in the development of new course proposals and recommend undergraduate schedules. c. represent the Department before the Arts and Sciences Curriculum Committee and before the University Curriculum Committee. d. assist with the orientation and recruitment of prospective majors. e. participate on behalf of the Department in the summer orientation program for incoming freshmen and transfer students. f. act of the Chairperson in his or her absence in undergraduate matters. g. advise students changing their major to political science about the nature and special requirements of the BA Degree Program and the BS Degree Program offered by the Department. h. supervise registration and advising of undergraduate majors. i. maintain records for majors.</td>
<td></td>
</tr>
</tbody>
</table>

Coordinator Name: Click here to enter text. Nancy Spalding

In the event of co-coordinators, please use a separate qualification sheet for each. Indicate only co-coordinator's name below for cross-reference.

Co-Coordinator? No

Name of Co-Coordinator (please use a separate qualification sheet to complete information): Click here to enter text.

Degrees Earned: PhD Political Science

Experience: Served as undergraduate coordinator for 10 years and associate dean

Certifications: NA

Courses Taught at ECU: POLS 1010, 2020, 2070, 3011, 3265, 3290, 3292, 3295, 4360, 4380, 4383

Narrative Statement of Qualifications [to be completed by chair or dean]:
As you draft the narrative, please consider the following:

1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

   Member of Curriculum Committee and Foundations Curriculum Committee

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

   Director of Assessment for POLS for 10 years

   If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

Click here to enter text.

Signatures:
Coordinator: 

Date: 

Dept Chair/School Director: 

Date: 3-7-2012

Dean: 

Date: 7-6-12

(Please print, sign, scan, and submit as a pdf in a complete package to summeyk@ecu.edu.)
**Coordinator Name:** Click here to enter text. **Nancy Spalding**

*In the event of co-coordinators, please use a separate qualification sheet for each. Indicate only co-coordinator’s name below for cross-reference.*

**Co-Coordinator?** No

**Name of Co-Coordinator (please use a separate qualification sheet to complete information):** Click here to enter text.

**Degrees Earned:** PhD Political Science

**Experience:** Served as undergraduate coordinator for 10 years and associate dean

**Certifications:** NA

**Courses Taught at ECU:** POLS 1010, 2020, 2070, 3011, 3265, 3290, 3292, 3295, 4360, 4380, 4383

**Narrative Statement of Qualifications (to be completed by chair or dean):**

As you draft the narrative, please consider the following:

1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

Member of Curriculum Committee and Foundations Curriculum Committee; Director of Undergraduate Programs

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

Director of Assessment for POLS for 10 years

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

**Signatures:**

**Coordinator:**

**Dept Chair/School Director:** Signatures: For Brad Lockerbie Date: 3-7-2012

**Dean:**

Signatures: Date: 7-6-12

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**EAST CAROLINA UNIVERSITY**
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<td>Program Title:</td>
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<tr>
<td>Program CIP Code:</td>
<td>Click here to enter text.</td>
<td>Minor</td>
<td></td>
</tr>
<tr>
<td>Coordinator Responsibilities:</td>
<td>a. supervise registration and advising of declared and undeclared minors. b. consult with the Undergraduate Committee on the operations of the undergraduate minors and the adequacy of established procedures and; and, in cooperation with the Undergraduate Committee, assist the faculty in the development of new course proposals and recommend undergraduate schedules. c. represent the minor before the Arts and Sciences Curriculum Committee and before the University Curriculum Committee. d. assist with the orientation and recruitment of prospective minors. e. participate on behalf of the Department in the summer orientation program for incoming freshmen and transfer students. f. act of the Chairperson in his or her absence in matters related to the minor. g. advise students changing their minor to political science about the nature and special requirements of the Program. h. supervise registration and advising of undergraduate minors.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Coordinator Name:</th>
<th>Click here to enter text.</th>
<th>Nancy Spalding</th>
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</thead>
</table>

In the event of co-coordinators, please use a separate qualification sheet for each. Indicate only co-coordinator’s name below for cross-reference.

<table>
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<tr>
<th>Co-Coordinator?</th>
<th>No</th>
<th>Name of Co-Coordinator (please use a separate qualification sheet to complete information): Click here to enter text.</th>
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<tr>
<th>Degrees Earned:</th>
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<td>Experience:</td>
<td>Served as undergraduate coordinator for 10 years and associate dean</td>
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<tr>
<td>Certifications:</td>
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<tr>
<td>Courses Taught at ECU:</td>
<td>POLS 1010, 2020, 2070, 3011, 3265, 3290, 3292, 3295, 4360, 4380, 4383</td>
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</tbody>
</table>

**Narrative Statement of Qualifications** (to be completed by chair or dean):
As you draft the narrative, please consider the following:

1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

   Member of Curriculum Committee and Foundations Curriculum Committee; Director of a Undergraduate Programs

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

   Director of Assessment for POLS for 10 years

   If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

<table>
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<tr>
<th>Signatures:</th>
<th>For Brad Lockbie</th>
<th>Date: 3-7-2012</th>
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<tbody>
<tr>
<td>Coordinator:</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Dept Chair/School Director:</td>
<td>Signature: Clark Roberts</td>
<td>Date: 7-20-12</td>
</tr>
<tr>
<td>Dean:</td>
<td>Signature:</td>
<td>Date:</td>
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<td>Program CIP Code:</td>
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<td>Minor</td>
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<tr>
<td>Coordinator Responsibilities:</td>
<td>a. supervise registration and advising of declared and undeclared minors. b. consult with the Undergraduate Committee on the operations of the undergraduate minors and the adequacy of established procedures and; and, in cooperation with the Undergraduate Committee, assist the faculty in the development of new course proposals and recommend undergraduate schedules. c. represent the minor before the Arts and Sciences Curriculum Committee and before the University Curriculum Committee. d. assist with the orientation and recruitment of prospective minors. e. participate on behalf of the Department in the summer orientation program for incoming freshmen and transfer students. f. act of the Chairperson in his or her absence in matters related to the minor. g. advise students changing their minor to public administration about the nature and special requirements of the Program. h. supervise registration and advising of undergraduate minors.</td>
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1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

Member of Curriculum Committee and Foundations Curriculum Committee; Director of a Undergraduate Programs

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

Director of Assessment for POLS for 10 years

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

Click here to enter text.

Signatures:
Coordinator: ____________________________ Date: ____________________________
Dept Chair/School Director: ____________________________ Date: ____________________________
Dean: ____________________________ Date: ____________________________

(Please print, sign, scan, and submit as a pdf in a complete package to summeyk@ecu.edu.)