

## **Program Planning**

It is vitally important that Program Coordinators work to continually improve their program and attempt to strengthen the quality of services and instruction provided to students. As such, each Program Coordinator at NCC is responsible for creating and maintaining a "Program Plan." This plan should contain a detailed explanation of all the upcoming goals and objectives of the program and should be recorded in the college assessment tool *Improve*. In addition, the plan should be reviewed at least twice per academic year, and the appropriate updates should be documented and stored.