

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **14-Aug-14** Curriculum Bulletin _____Effective Date **Fall 2014** Approved by EPC _____Department **Office of Experiential Education and Civic Engagement**College **US - Undergraduate Studies**Proposal **Revise Policy**Proposal Name **ELR: Non-Course Activity Approval**

Description of proposal:

The Office of Experiential Education and Civic Engagement (OEECE) propose a policy revision to ensure that students seeking to fulfill the Experiential Learning Requirement (ELR) have an easily accessible path to completion:

Non-Course Activity Approval:

(a) The Dean of Undergraduate Studies will be authorized to approve Non-Course Activity Applications of students enrolled in Undergraduate Studies and those enrolled in disciplines outside of Undergraduate Studies.

(b) Any full-time faculty member will be authorized to approve and supervise Non-Course Activity applications. The full-time faculty members need not have an appointment in the student's major department.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

The Dean of Undergraduate Studies and full-time faculty members will be authorized to approve Non-Course Activity applications of students in any major. Authorizing the Dean of Undergraduate Studies and full-time faculty members to approve Non-Course Activities would reduce barriers to degree completion and expedite the application process for students.

Units consulted (other departments, programs or campuses affected by this proposal):

Office of Global Education, Curriculum Services, Office of the Registrar, URCC, and Faculty Senate Executive Committee.

REQUIRED ENDORSEMENTS

_____/_____/_____
Department Chair / School Director

_____/_____/_____
Campus Dean (for Regional Campuses proposals)

_____/_____/_____
College Dean (or designee)

_____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____/_____/_____
Provost and Senior Vice President for Academic Affairs (or designee)

Proposal Summary for a Policy Experiential Learning Requirement (ELR): Non-Course Activity Approval and Study Abroad Automatic Course Designation

Subject Specification:

The Office of Experiential Education and Civic Engagement (OEECE) propose two policy revisions designed to ensure that students seeking to fulfill the Experiential Learning Requirement (ELR) have an easily accessible path to completion. Two policy revisions are proposed:

1. *Study Abroad Course*: Study Abroad Courses OIA 10095 and NSE 10095 will receive automatic ELR designation.
2. *Non-Course Activity Approval*: **a)** The Dean of Undergraduate Studies will be authorized to approve Non-Course Activity Applications of students enrolled in Undergraduate Studies and those enrolled in disciplines outside of Undergraduate Studies. **b)** Any full-time faculty member will be authorized to approve and supervise Non-Course Activity Applications. The full-time faculty members need not have an appointment in the student's major department.

Background Information:

Study Abroad Course Designation

1. It is recommended that Study Abroad course numbers OIA 10095 and NSE 10095 receive automatic ELR designation.

The Experiential Learning Requirement (ELR) proposal approved by Faculty Senate in Spring of 2011 recognized five general categories of ELR: civic engagement, creative/artistic activities, practical experiences, undergraduate research, and study abroad/away. The ELR guidelines describe study abroad/away as "activities enable[ing] Kent State students to be immersed in an off-campus environment. These experiences contribute to a student's understanding of culture, customs, diversity, history, language, politics, religion, society, and/or traditions." Early implementation of the ELR revealed that numerous courses by nature, engage students beyond the classroom environment, allow for practical application of knowledge, and include reflective strategies to assess learning. The proposed Study Abroad courses have like-and-similar characteristics to those described above. Currently, over 100 students participate in Study Abroad annually and could benefit from a seamless path to completing their ELR.

Curriculum Services will place ELR attributes on Study Abroad course numbers Geneva courses OIA10095 and National Student Exchange NSE 10095. Once in the Banner system, the courses can be pulled into the GPS degree audit. The degree audit will be coded to allow the OIA 10095 and NSE 10095 courses to satisfy the ELR.

Non-Course Activity Approval

2. The Dean of Undergraduate Studies and full-time faculty members will be authorized to approve Non-Course Activity applications of students from any major.

On July 2, 2014 the Executive Committee of Faculty Senate met with The Provost and Interim Dean of Undergraduate Studies to discuss avenues to reduce barriers to ELR completion. The results of the discussion rendered policy recommendations that would facilitate completion of Non-Course Activity options and expedite the Non-Course Activity approval process.

Non-Course Activity Approval Routing

A student who seeks to fulfill the ELR through a non-course option may seek guidance in identifying an activity from a faculty member and/or the OEECE. A student must complete a Non-Course Activity application and submit it to a full-time faculty member or OEECE for review. If the application is deemed acceptable, a signature of approval will be obtained from a full-time supervising faculty member or Dean of Undergraduate Studies.

Non-Course Activity Registration and Notification

To facilitate early tracking and notification of student applicants, OEECE will send notification of application approval to the student, supervising faculty member, and designee in the student's college.

Non-Course Activity Completion Process

Upon completion of the activity, the student will sign the Non-Course Activity Completion Form and obtain confirmation signatures from the site supervisor, supervising faculty member, and submit it to OEECE for processing. OEECE will notify the student, supervising faculty member, designee in the student's college, and the Office of the Registrar for acknowledgement on the student's transcript.

Alternatives and Consequences:

The alternative to not providing automatic designation to Study Abroad courses is that participating students will need to seek additional means of fulfilling the ELR. Consequently, students may spend more time and costs associated with an additional course or Non-course Activity enrollment.

The alternative to not authorizing full-time faculty members and the Dean of Undergraduate Studies to approve Non-Course Activity experiences is that students may only seek ELR approval from faculty members teaching in their program major. As a consequence, faculty member availability may fall short of student needs and demand. Thus, there is a potential risk of delaying ELR enrollment and progress toward degree completion.

Specific Recommendation and Justification:

1. The recommendation is to provide automatic ELR designation to Study Abroad courses. Early recognition of how courses such as student teaching, practicum, internships, and clinicals by nature, meet the spirit and standards of experiential learning resulted in automatic ELR designation of these courses. Study Abroad courses sponsored through the Office of Global Education also meet the spirit and standards of experiential learning. For example, students may spend between two-weeks to one year immersed in learning from and within diverse cultural environments, apply knowledge and skills in different contexts, and reflect on the meaning of the experience.
2. It is also recommended that full-time faculty members and the Dean of Undergraduate Studies are authorized to approve Non-Course Activity applications of students enrolled in any major program of study. Current policy language states: "students must obtain prior approval from their program faculty for the experience." Authorizing the Dean of Undergraduate Studies and full-time faculty members to approve Non-Course Activities would reduce barriers to completion and ease the application process for students.

Timetable and Actions Required:

- Identification of Study Abroad courses by the Office of Global Education (August, 2014)
- Approval of Study Abroad courses by URCC (September, 2014)
- Approval of Study Abroad courses by EPC (October, 2014)
- Approval of Study Abroad courses by Faculty Senate (November, 2014)
- Implementation (Fall 2015)
- Approval to authorize the Dean of Undergraduate Studies and full-time faculty members to approve Non-Course Activity applications of students enrolled in any disciplinary major (September, 2014)
 - Implementation (Fall 2014)

Experiential Learning Requirement (ELR)
Non-Course Activity Policy Statement

1. The Executive Committee of the Faculty Senate has proposed a change in Non-Course ELR policy. To ensure a meaningful path to meet the Experiential Learning Requirement (ELR):
 - a. The Dean of Undergraduate Studies will be authorized to approve Non-Course Activity Applications of students enrolled in Undergraduate Studies and those enrolled in disciplines outside of Undergraduate Studies. The Office of Experiential Education Civic Engagement (OEECE) will serve as the Non-Course Activity supervisor. The Non-Course Activity Application is housed in the OEECE and on the website.
 - b. Any full-time faculty member will be authorized to approve and supervise Non-Course Activity Applications. The full-time faculty member need not have an appointment in the student's major department and therefore can approve student applications from other disciplines.
2. The policy change will impact the ELR in the following ways:
 - Ensure meaningful experiences by supporting non-course activities of interest to students.
 - Reduce roadblocks to ELR completion, particularly in units that may not have course-based options built into the roadmap.
 - Minimize the risk of delaying students' progress to degree completion.

Approval Routing and Processing of the Non-Course Activity Application

1. A student who seeks to fulfill the ELR through a non-course option will obtain a Non-Course Activity Application from the Office of Experiential Education Civic Engagement (OEECE) website or office. Non-course Activity application can be processed in paper form or online.
2. The Non-Course Activity Application will be submitted to a full-time faculty member or to the OEECE for review.
3. If the application is deemed acceptable, a signature of approval will be obtained from the full-time supervising faculty member or Dean of Undergraduate Studies and site supervisor (if applicable).
4. To facilitate early tracking, OEECE will send approval notification and Non-Course Activity instructions to the student, supervising faculty member, unit designee in the student's college, and site supervisor (if applicable).
5. Upon completion of the activity, the student will sign the Non-Course Activity Completion Form and obtain confirmation signatures from the site supervisor and supervising faculty member or designee of the Dean of Undergraduate Studies and submit it to OEECE for processing.
6. OEECE will notify the student, supervising faculty member, unit designee in the student's college, and the Office of the Registrar for acknowledgement on the student's transcript.
7. The Office of the Registrar will forward notification of ELR transcript acknowledgement to the student, supervising faculty member or unit designee in the student's college, and OEECE.

KENT STATE UNIVERSITY
EXPERIENTIAL LEARNING REQUIREMENT (ELR)
NON-COURSE ACTIVITY STUDENT APPLICATION
(Access forms at <http://www.kent.edu/oeece>)

Application Instructions:

1. A student who seeks to fulfill the ELR through a non-course option must complete a Non-Course Activity Application and obtain signatures of approval from a full-time faculty member or from the Dean of Undergraduate Studies. To obtain approval from the Dean of Undergraduate studies, students should submit a completed application to the Office of Experiential Education and Civic Engagement (OEECE). Applications may be submitted in paper form or [online](#).
2. Upon approval of the Non-Course Activity Application, the student may register for the activity after submitting the application and a \$25 registration fee to the Office of Continuing and Distance Education (OCDE) located at 120 North Lincoln, Kent Ohio, 44242.
 - a. If a non-course activity is approved, the student will be responsible for completing 45 hours of activities and/or assignments as agreed upon with the faculty member or designee of the dean of Undergraduate Studies, site supervisor, and student.
 - b. The student may be engaged in a variety of activities and/or assignments including but not limited to: direct service related to organization's mission, tutoring, developing artistic pieces, program planning, community outreach, conducting research, presenting at public forums, marketing, and environmental cleanup to name a few. A final reflection of the experience is required and can be presented in a variety of ways (i.e., through a student journal, portfolio, formal writing assignment, assigned readings, a class presentation, or a combination of any of these).
 - c. The student should consult with the supervising faculty member or designee of Dean of Undergraduate Studies to discuss a preferred format for the final reflection.
3. Upon completion of the activity, the student will sign the [Non-Course Activity Completion Form](#), obtain confirmation signatures from the site supervisor and supervising faculty member or Dean of Undergraduate Studies, and submit the form to the Office of Continuing and Distance Education (OCDE) for processing.
4. OCDE will send notification of Non-Course Activity completions to the Office of Experiential Education and Civic Engagement.
5. OEECE will notify student, faculty, student's college, and the Office of the Registrar for acknowledgement on the student's transcript.

KENT STATE UNIVERSITY
EXPERIENTIAL LEARNING REQUIREMENT (ELR)
NON-COURSE ACTIVITY STUDENT APPLICATION
(Access forms at <http://www.kent.edu/oeece>)

Thank you for choosing the ELR Non-Course Activity to satisfy your Experiential Learning Requirement for graduation. The ELR Non-Course Activity satisfies the Experiential Learning Requirement through hands-on experiences that promote academic relevance, meaning, and an understanding of real-world issues. Experiences may include Alternative Spring Break trips, immersion trips, and significant leadership roles to name a few.

Please fill in the details below to complete the application.

Student Name: _____ Kent State ID: **8** _____

Phone Number: _____ E-mail Address: _____@kent.edu

College: _____ Major: _____ Student Class (ie., freshman –Senior) _____

Supervising Faculty Member: _____ E-mail Address: _____

Activity Beginning Date: _____ **End Date:** _____

Experiential Learning Activity Title: _____

Site Supervisor (if applicable)

Name: _____ Title: _____

Organization: _____ Phone Number: _____

E-mail Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Organization/agency information:

1. Identify the organization/agency you would like to serve and briefly describe its mission and work.

2. Explain why you selected this organization/agency as an engagement site and describe how you will be involved.

3. Answer the questions below to describe how you would like to grow academically, professionally, and personally from this experience.

a. What academic coursework have you done that relates to this experience? What specialized knowledge would you like to gain? What activities will you perform to help you gain the knowledge you desire?

b. What professional skills would you like to develop through this experience? What activities will you perform to help you develop the skills you desire? What career insights do you want to gain?

c. How does the experience relate to your personal values and beliefs? How would you like to personally grow from this experience? What activities will you perform to support your personal growth?

Note** Make sure that your role with the organization/agency are agreed upon with your site supervisor and faculty member. Be sure that you have enough knowledge, skill, time, and freedom to accomplish your objectives.

Approval Routing:

1. _____
Student Signature Date

2. _____
Site Supervisor Signature Date

3. _____
Supervising Faculty Member Signature Date

or

Dean of Undergraduate Studies Signature Date

KENT STATE UNIVERSITY
EXPERIENTIAL LEARNING REQUIREMENT (ELR)
NON-COURSE ACTIVITY COMPLETION FORM
(Access forms at <http://www.kent.edu/oeece>)

Instructions: Upon completion of the activity, the student will complete the fields below, sign the form, and obtain confirmation signatures from the site supervisor and supervising faculty member. The signed form will be submitted to the Office of Continuing and Distance Education (OCDE) for processing.

Student Name: _____ Kent State ID: **8** _____

Phone Number: _____ E-mail Address: _____ @kent.edu

Permanent Address: _____

Current Address: _____

College: _____ Major: _____

Supervising Faculty Member: _____ E-mail Address: _____

Site Supervisor Name: _____ Title: _____

Organization: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Activity Beginning Date: _____ End Date: _____

ELR Non-Course Activity Completion Approval Section (Upon completion of this activity the supervisors and student must sign below.):

Did the student fulfill the requirements identified in the ELR Non-Course Application?

___Yes ___No Completion Date _____

*Supervising Faculty
Member or designee of US Dean
Signature*

Site Supervisor Signature

Student Signature