KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **28-Mar-16**   Curriculum Bulletin _____

Effective Date   **Fall 2017**   Approved by EPC _____

Department	**ITAP**
College	**RE - Regional College**
Degree	**AAB - Associate of Applied Business**
Program Name	**ITAP** Program Banner Code
Concentration(s)	Concentration(s) Banner Code(s)
Proposal	**Offer program fully online**

Description of proposal

In order to facilitate a learning environment that is conducive for traditional and adult degree students, a 50% or more online delivery format for the Information Technology for Administrative Professional Program (ITAP) is being proposed. See attached "Online or Blended/Hybrid Delivery Change" Request documentation form.

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No

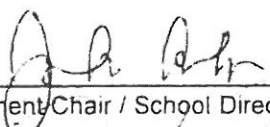Current total credit hours: **61**   Proposed total credit hours **61**

Describe impact on other programs, policies or procedures (e g , duplication issues; enrollment and staffing considerations; need; audience; prerequisites, teacher education licensure).
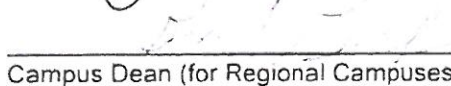**none**

Units consulted (other departments, programs or campuses affected by this proposal):
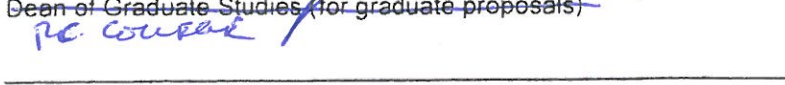**ITAP, COMT, BTAS, ENG. TECH.**

REQUIRED ENDORSEMENTS

_____   4 25 2016
Department Chair / School Director

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

_____   9 / 18 / 16
College Dean (or designee)

_____   10 / 4 / 16
Dean of Graduate Studies (for graduate proposals)

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

KENT STATE UNIVERSITY
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Department   **ITAP**

College   **RE - Regional College**

Degree   **AAB - Associate of Applied Business**

Program Name   **ITAP**   Program Banner Code

Concentration(s)   Concentration(s) Banner Code(s)

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In order to facilitate a learning environment that is conducive for traditional and adult degree students, a 50% or more online delivery format for the Information Technology for Administrative Professional Program (ITAP) is being proposed. See attached "Online or Blended/Hybrid Delivery Change" Request documentation form.

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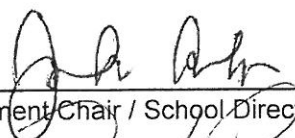
Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

none

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

ITAP, COMT,BTAS,ENG. TECH.

REQUIRED ENDORSEMENTS

_____   4 25 2016

Department Chair / School Director

_____   4 25, 2016

Campus Dean (for Regional Campuses proposals)

_____   __/__/__

College Dean (or designee)

_____   __/__/__

Dean of Graduate Studies (for graduate proposals)

_____   __/__/__

Senior Vice President for Academic Affairs or Provost (or designee)

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **9-Sept-16**   Curriculum Bulletin _____

Effective Date   **Fall 2017**   Approved by EPC _____

Department **OTEC**

College **RE - Regional College**

Degree **AAB - Associate of Applied Business**

Program Name **OTEC**   Program Banner Code

Concentration(s)   Concentration(s) Banner Code(s)

Proposal **Offer program fully online**

Description of proposal:

In order to facilitate a learning environment that is conducive for traditional and adult degree students, a 50% or more online delivery format for the Office Technology Program (OTEC) is being proposed. See attached "Online or Blended/Hybrid Delivery Change" Request documentation form.

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No

Current total credit hours: **61**   Proposed total credit hours **61**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):
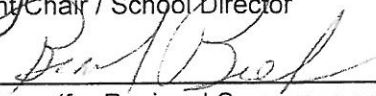
none

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

OTEC, COMT,BTAS,ENG. TECH.

REQUIRED ENDORSEMENTS

_____   9/1/...

Department Chair / School Director

_____   9/16/2016

Campus Dean (for Regional Campuses proposals)

_____   ___/___/___

College Dean (or designee)

_____   ___/___/___

Dean of Graduate Studies (for graduate proposals)

_____   ___/___/___

Senior Vice President for Academic Affairs or Provost (or designee)

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date 28-Mar-16   Curriculum Bulletin _____

Effective Date   Fall 2017   Approved by EPC _____

Department   ITAP

College   RE - Regional College

Degree   AAB - Associate of Applied Business

Program Name   ITAP   Program Banner Code

Concentration(s)   Concentration(s) Banner Code(s)

Proposal   Offer program fully online

Description of proposal:

In order to facilitate a learning environment that is conducive for traditional and adult degree students, a 50% or more online delivery format for the Information Technology for Administrative Professional Program (ITAP) is being proposed. See attached "Online or Blended/Hybrid Delivery Change" Request documentation form.
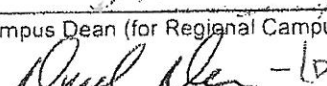
Does proposed revision change program's total credit hours? ☐ Yes ☒ No

Current total credit hours: 61   Proposed total credit hours 61

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure).
none

Units consulted (other departments, programs or campuses affected by this proposal):
ITAP, COMT,BTAS,ENG. TECH.

REQUIRED ENDORSEMENTS

_____   4 25 2016
Department Chair / School Director

_____   _____
Campus Dean (for Regional Campuses proposals)

_____   9 , 19 , 16
~~College Dean (or designee)~~ — |DEES S (Campus)

_____   __/___/____
Dean of Graduate Studies (for graduate proposals)

_____   __/___/____
Senior Vice President for Academic Affairs or Provost (or designee)

Board of Regents
University System of Ohio

John R. Kasich, Governor
John Carey, Chancellor

Change Request:
Online or Blended/Hybrid Delivery

This form is to request authorization to deliver 50 percent or more of a degree/degree program that has previously been approved by the chancellor using an online or blended/hybrid[1] delivery model. The 50 percent marker excludes internships, clinical practicum, field experiences and student teaching.

Date of submission: *to come*

Name of institution: Kent State University

Degree/degree program to be offered using online or blended/hybrid delivery:
          Office Technology major within the Associate of Applied Business degree[2]

Primary institutional contact for the request
    Name: Therese E. Tillett
    Title: Executive Director, Curriculum Services, Office of the Provost
    Phone number: 330-672-8558
    E-mail: ttillet1@kent.edu

Proposed start date: Fall 2017

Date that the request received final approval from the appropriate institutional committee:
          Approved by the Educational Policies Council,
          a subcommittee of the Faculty Senate on [DATE]

Institution has Higher Learning Commission approval for online or blended/hybrid delivery: Yes

Educator preparation program that leads to licensure or endorsement:
          No

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[1] For this document, the following definitions will be used:
Online: A course where most (80+ percent) of the content is delivered online and typically requires no face-to-face meetings.
Blended/hybrid: Course that blends online and on-ground/face-to-face delivery. Substantial proportion of the content is delivered online; typically uses online discussion and has a reduced number of face-to-face meetings.
Web-facilitated: Course that uses web-based technology to facilitate what is essentially a face-to-face course. Examples of this may be the instructor posting the syllabus or list of assignments on a web page or to a course management system, or requiring some quizzes to be taken via an online method.
On-ground (aka traditional or face-to-face): Course that uses little or no online technology, where content is primarily delivered orally or in writing. For this document, on-ground courses include those that are web-facilitated.

[2] Office Technology is the new name of the major, effective for fall 2017. Prior to fall 2017, the major name is Information Technology for Administrative Professionals.

3. CURRICULUM

3.1 Will the online or blended/hybrid program be offered <u>instead of</u> or <u>in addition to</u> the onsite program?

The Office Technology major will be offered 100 percent online, in addition to on-ground. The associate degree program is approved to be offered on-ground at the following four Kent State campuses: Ashtabula, Salem, Trumbull and Tuscarawas. Administration of the online program will be done through the Tuscarawas Campus only.

3.2 Indicate whether the online or blended/hybrid program is equivalent to the on-ground program (e.g., expected outcomes, number of credits, course availability). If there are differences, please explain.

Admission and graduation requirements, student learning outcomes, number of credits and course availability will be equivalent for the two deliveries.

3.3 Describe how interaction (synchronous or asynchronous) between the instructor and the students and among the students is reflected in the design of the program and its courses.

The course design structure will be asynchronous, which will allow students to access course content and assignments at any time without the need for simultaneous instructor or peer involvement.

Kent State University utilizes a learning management system, Blackboard Learn, to facilitate student-instructor interaction via the online communication tools within the course management system. This technology provides one central location for course instructional materials, assessments, assignments and communication using discussion boards, journaling, email, message boards and announcements as appropriate.

3.4 Explain how students are supported and counseled to ensure that they have the skills and competencies to successfully complete the curriculum in an online learning environment.

Kent State University offers support and advising to online students through a variety of offices, departments and schools. Offices for advising and student services on each campus provide online information regarding all aspects of registration and advising. Online students will be afforded the same access to professional advisors as traditional students, and will be able to contact advisors by telephone or through their official Kent State e-mail accounts for advising advice (as well as having the same opportunities to see an advisor in person, if they so desire).

Additionally, Blackboard Learn includes imbedded tutorials to assist students with technology capabilities required to successfully complete their on-line coursework such as screen shots and course navigation.

The Kent State University Libraries provide online access to thousands of online journals, books and databases, and access to OhioLink and KentLink. Students may order books and other class resources online through the campus bookstores and have the materials delivered to any location. For technology assistance, the Kent State Online Support Center is available 24 hours a day, seven days a week.

Faculty delivering the curriculum will also be available online and by telephone to provide the same support and counsel, and students are encouraged to contact course instructors with curriculum-related questions. Instructor contact information and online office hours and by telephone are clearly posted on each course syllabus.

All regional campuses works closely with Kent State's Office of Student Accessibility Services to provide appropriate accommodations and ADA-compliant materials in online courses to students with recognized and confirmed disabilities.

3.5 Describe the evaluation systems used to measure the quality and effectiveness of the program delivered in an online or blended/hybrid format.

The same processes are used for on-ground and online evaluations. Student evaluations are used for student feedback. The goals and objectives of the program used to assess student learning outcomes are submitted to Office of Accreditation, Assessment and Learning, which oversees and coordinates the administration of a number of assessments to gauge student learning and practices associated with student success across students' educational experiences. This information is used in the development for students within the program.

3.5 Using the chart below, please list the courses that make up the major/program and indicate whether they are delivered using an online, blended/hybrid or on-ground format. Identify all new courses (i.e., courses that are not a part of the approved, on-ground curriculum.) *Please provide a syllabus for each new course as an appendix item.*

Major Course Requirements	Online	On-ground	Blended hybrid	Currently required in program
OTEC 16620 Word Processing I	■			Yes
OTEC 16621 Word Processing I	■			Yes
OTEC 16625 Business Presentations	■			Yes
OTEC 16638 Google Applications for Administrative Professionals	■			Yes
OTEC 16639 Database Applications	■		■	Yes
OTEC 26611 Spreadsheet Applications	■			Yes
OTEC 26622 Desktop Publishing I	■			Yes
OTEC 26635 Administrative Resource Management	■			Yes
OTEC 26640 Current Technologies	■			Yes
OTEC 26691 Seminar for Administrative Professionals *or*	■	■		Yes
OTEC 26692 Internship for Administrative Professionals	■	■		
Additional Course Requirements	Online	On-ground	Blended hybrid	Currently required in program
ACTT 11000 Accounting I - Financial	■	■		Yes
COMT 21010 Workgroup Productivity Software	■			Yes
UC 10097 Destination Kent State: First Year Experience	■	■		Yes
Kent Core Composition	■	■		Yes
Kent Core Mathematics and Critical Reasoning	■	■		Yes
Kent Core Humanities and Fine Arts	■	■		Yes
Kent Core Social Sciences	■	■		Yes
Kent Core Basic Sciences	■	■		Yes

Additional Course Requirements *continued*	Online	On- ground	Blended hybrid	Currently required in program
Program Electives, choose 9 credits from courses listed below:				
BMRT 11000 Introduction to Business	■	■	■	Yes
BMRT 11009 Introduction to Management Technology	■	■	■	Yes
BMRT 21000 Business Law and Ethics	■	■		Yes
BMRT 31006 Human Resources Management	■	■	■	Yes
COMT 11000 Introduction to Computer Systems	■	■		Yes
COMT 11004 Survey of Information Technology	■	■		Yes
COMT 11005 Intro to Operating Systems and Networking Tech	■	■		Yes
COMT 11006 Introduction to Web Site Technology	■	■		Yes
OTEC 16640 Advanced Database Applications	■			Yes
OTEC 16680 Computer Keyboarding	■			Yes
OTEC 26623 Desktop Publishing II	■			Yes
OTEC 26636 Project Management for Administrative Professionals	■			Yes
OTEC 26638 Business Communications	■	■		Yes
OTEC 26695 Special Topics in Information Technology for Administrative Professionals	■			Yes

4. FACULTY AND ADMINISTRATION

4.1 Describe the duties of the individual who has major responsibility for the administration and coordination of the online or blended/hybrid program. Describe the qualifications of this individual for the oversight of a distance education program and provide this individual's CV as an appendix item.

Lecturer John J. Backer oversees the Office Technology major—online and on-ground. Responsibilities include teaching online major courses, assisting with the development of the schedule of classes, recommending of faculty teaching assignments and developing an advising program to ensure all students receive proper advising based on short- and long-term career goals. To ensure program stability, courses have been integrated into the major to provide students the skill set for the job market. These responsibilities will remain consistent with the on-ground program delivery.

Mr. Baker has 12 years of full-time college teaching experience, which includes developing and teaching online courses using Blackboard. He has also developed and presented Blackboard workshops for faculty members at Kent State's Tuscarawas Campus. In addition, Mr. Baker has 15 years of IT consulting experience, along with experience as a database administrator and IT manager. Mr. Baker holds a master's degree in human resource management and relevant IT certifications for teaching. See appendix A for curriculum vitae of Mr. Baker's and all faculty teaching major coursework.

4.2 Describe faculty members' responsibilities to the online or blended/hybrid program. In your response, indicate how faculty members' responsibilities to the online or blended/hybrid program affect their responsibilities to the on-ground program, including teaching load, advising, research/scholarship, and participation in faculty committees/governance. Are additional faculty members going to be hired to implement the online or blended/hybrid program? Will these faculty members participate in only the online or blended/hybrid program or will they participate in the on-ground program as well.

Program faculty members have between five and 15 years' experience teaching online courses. In accordance with the university's collective bargaining agreement, faculty members teach 12-15 credit hours per semester depending upon their rank along with other responsibilities, including committee participation. Teaching responsibilities will remain the same for faculty members teaching in an on-ground format. It is not anticipated that additional faculty members will need to be hired. Current faculty numbers are sufficient.

4.3 Describe the mechanisms used to ensure that faculty members have the appropriate qualifications and support to teach successfully in an online environment. Include in your response the pedagogical and technical support provided for the design, production and management of online courses, as well as institutional support for all essential technology.

Program faculty members have the background and credentials to teach in an online format. Training sessions are conducted regularly related to Blackboard Learn along with support from Kent State's Division of Information Services and Office of Continuing and Distance Education. The design, production and management of these courses are included in the "Quality Matters" training that online faculty must complete. The content in Blackboard Learn must be updated and checked on a regular basis through peer reviews along with student e-mail response. The shell for the online course is automatically created, and then faculty members create the content in an organized managed pedagogical method.

4.4 Using the form below, provide the information requested for each member of the instructional staff. A faculty member must be identified for each course to be taught during the first two years of program delivery. If a faculty member has not yet been identified for a course, indicate that as an "open position" and describe the necessary qualifications in the matrix. *A copy of each faculty member's CV must be included as an appendix item.*

Faculty members listed on the next page teach the major coursework for the major at the Kent State regional campuses. Additional courses required in the program (e.g., ACTT, BMRT, COMT) are required for their respective degree programs and are taught online by faculty attached to those programs.

See Appendix A for faculty curriculum vitae.

Instructor	Rank Campus	Full-/ part-time	Terminal degree title, discipline, institution, year	Courses taught	Experience teaching online courses/online professional development	Courses *
John Baker	Lecturer Tuscarawas	FT	MS, Human Resource Management, LaRoche College, 1990	OTEC 16620 OTEC 16621 OTEC 16625 OTEC 16638 OTEC 16639 OTEC 26611 OTEC 26638 OTEC 26692 OTEC 26695	10 years developing and offering online courses; proficient with Blackboard	8
Christina Burnworth	Lecturer Ashtabula	FT	MTech, Technology, Kent State University, 2006	OTEC 16620 OTEC 16621 OTEC 16625 OTEC 16636 OTEC 16639 OTEC 16640 OTEC 16680 OTEC 26611 OTEC 26622 OTEC 26623 OTEC 26635 OTEC 26636 OTEC 26638 OTEC 26640 OTEC 26691 OTEC 26692 OTEC 26695	5 years teaching online courses; proficient with Blackboard	10
Marie Contini	Adjunct Tuscarawas	PT	MA, Education, College of Mount St. Joseph, 1985	OTEC 16620 OTEC 16621 OTEC 16625 OTEC 16639 OTEC 16680 OTEC 26611 OTEC 26638	10 years teaching online courses; proficient with Blackboard	2
Cathleen Misko	Adjunct Tuscarawas	PT	MEd, Elementary Education, Kent State University, 2001	OTEC 16621 OTEC 26638	5 years teaching online courses; proficient with Blackboard	2
Larry Froehlich	Associate Professor Salem	PT ***	EdD, West Virginia University, 1984	OTEC 16621 OTEC 16639	15 years developing and offering online courses; proficient with Blackboard	2
William Ward	Associate Professor Trumbull	PT **	MA, Technology, Kent State University, 1997	OTEC 16620 OTEC 16621 OTEC 26611	15 years developing and offering online courses; proficient with Blackboard	2

    *   Number of courses instructor will teach each year (online/on-ground)

    ** Faculty are full-time at the university, but part-time for this program.

APPENDICES

Appendix	Appendix Description
A	Curriculum Vitae for Program Faculty

Kent State verifies that the information in this request is truthful and accurate.

Respectfully,

signed after EPC

Todd A. Diacon
Senior Vice President for Academic Affairs and Provost
Kent State University