

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date

Curriculum Bulletin _____

Effective Date **Fall 2018**

Approved by EPC _____

Department **Regional College**
 College **RE - Regional College**
 Degree **AAS - Associate of Applied Science**
 Program Name **Legal Assisting Technology** Program Banner Code **LEGT**
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Inactivate program**

Description of proposal:

This proposal is to inactivate the Associate of Applied Science (AAS) in Legal Assisting Technology (LEGT) at the East Liverpool Campus. The program will continue to be offered at the Trumbull Campus.

Does proposed revision change program's total credit hours? ☐ Yes ☒ NoCurrent total credit hours: **NA**Proposed total credit hours **NA**

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

There will be no impact on any other program offerings, policies, or procedures at the East Liverpool Campus with this inactivation. There are no full-time faculty associated with this program at the East Liverpool Campus. Legal Assisting Technology courses have not been offered at the campus in the last ten (10) academic years and the degree has not been awarded by the East Liverpool Campus since 2007.

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

East Liverpool Campus Faculty Council, Regional College Curriculum Committee, EPC

REQUIRED ENDORSEMENTS

 Department Chair / School Director

____/____/____

David M. Dean

 Campus Dean (for Regional Campuses proposals)

10/17/17

[Signature]

 College Dean (or designee)

10/27/17

 Dean of Graduate Studies (for graduate proposals)

____/____/____

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

____/____/____

PROGRAM INACTIVATION FORM

Date of submission: *date to come*

Name of institution: Kent State University

Title of program to be inactivated: Associate of Applied Science degree, Legal Assisting Technology major (East Liverpool Campus only)

Date that the inactivation received final approval from the appropriate institutional committee: *date of Board of Trustees approval*

Primary institutional contact for the notification:

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

Educator Preparation Programs:

Program leads to licensure: No

Program leads to endorsement: No

1. Provide the rationale for the inactivation of the program:

This request is to inactivate the AAS degree in Legal Assisting Technology at Kent State University's East Liverpool Campus. The program is offered, and will continue to be offered, at the Trumbull Campus.

The legal assisting technology program was established at the East Liverpool Campus in 1991 and at the Trumbull Campus in 1996. However, the program has not been active at the East Liverpool Campus for numerous years. The last student enrolled was in fall 2011, and only five students enrolled between 2008 and 2011, none of whom finished the program. The last graduating class was in spring 2007 (one student).

No courses for the major have been offered on the East Liverpool Campus since 2006, and there are no faculty dedicated to the program on the campus.

2. Indicate number of students currently enrolled in the program:

As of fall 2017, there are no students enrolled in the program at the East Liverpool Campus.

3. Describe how the inactivation of the program will affect students currently in the program and explain plans for notifying students and assisting them in the completion of their degrees:

There is no impact as there are no students enrolled in the program at the East Liverpool Campus.

4. Will there be a loss of faculty or staff positions because of the inactivation of the program? If so, indicate when the faculty or staff members were or will be informed.

There are no faculty associated with the program at the East Liverpool Campus. Program courses were last offered at that campus in spring 2006.

5. Describe the plan for communicating the inactivation of the program, including changes to the college catalog and college website and communications with advisors, admissions officers and financial aid officers:

Once the program is inactivated, it will no longer be listed in any Kent State materials for prospective students. No students (either new, current or returning) were admitted to the program in spring 2018 or later. No mention of the program is on the college's website.

6. Indicate the final date that the program will be operational:

The program has not been operational for several years. It will be officially inactivated on the East Liverpool as of fall 2018, pending final approvals.

Respectfully,

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