

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date _____ Curriculum Bulletin _____
 Effective Date **Fall 2017** Approved by EPC _____
2018

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

Description of proposal:

To request authorization from the Ohio Department of Higher Education to offer the AAB in Accounting Technology as an on-line degree program.

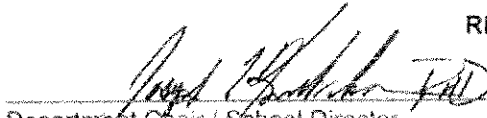
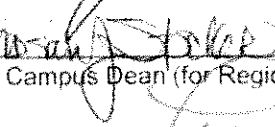

Does proposed revision change program's total credit hours? Yes No
 Current total credit hours: **63** Proposed total credit hours _____

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

No impact on other programs

Units consulted (other departments, programs or campuses affected by this proposal):
Regional College ACTT Faculty, Regional College Curriculum Committee

REQUIRED ENDORSEMENTS

	_____
Department Chair / School Director	10 / 24 / 2016
	_____
Campus Dean (for Regional Campuses proposals)	10 / 25 / 2016
	_____
College Dean (or designee)	11 / 21 / 16
_____	_____
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/hybrid¹ delivery model. The 50 percent marker excludes internships, clinical practicum, field experiences and student teaching.

Date of submission: *date submitted to ODHE*

Name of institution: Kent State University

Degree/degree program to be offered using online or blended/hybrid delivery:

Accounting Technology major
within the Associate of Applied Business degree

Primary institutional contact for the request

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

Proposed start date: Fall 2018

Date that the request received final approval from the appropriate institutional committee:

Approved by the Regional College Curriculum Committee 28
October 2016, and the Educational Policies Council on *date to come*

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

Educator preparation program that leads to licensure or endorsement: No

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.

3. CURRICULUM

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

The Accounting Technology major will be offered fully online, in addition to hybrid and on-ground deliveries. The associate degree program is approved to be offered at the following six Kent State campuses: Ashtabula, East Liverpool, Geauga, Salem, Trumbull and Tuscarawas. The Trumbull Campus will be the admitting campus for first-time Kent State University applicants declaring the fully online program.

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, etc.). 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 work 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. Graduate exit surveys and course evaluations are used for student feedback. Each campus has a business technologies advisory committee that also provides feedback.

The goals and objectives of the program used to assess student learning outcomes are submitted to Kent State's 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 outcomes and assessments within the program.

The foundation of the program—ACTT 11000 Accounting I: Financial—is the gateway to advanced coursework, and students must earn a minimum C in that course to progress to future courses. Faculty review student success in the program's two culminating requirements—ACTT 21000 Accounting III: Financial and ACTT 31063 Introduction to Cost Accounting.

3.6 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 (see definitions on first page). Identify all new courses (i.e., courses that are not a part of the approved, on-ground curriculum.)

Note: All deliveries listed below are only for the campuses that offer the Accounting Technology major: Ashtabula, East Liverpool, Geauga, Salem, Trumbull and Tuscarawas.

Course	Online	On-ground (including web facilitated)	Hybrid	Required in approved program
Major Requirements				
ACTT 11000 Accounting I: Financial	✓	✓	✓	Yes
ACTT 11001 Accounting II: Managerial	✓	✓	✓	Yes
ACTT 20012 Accounting Software Applications	✓			Yes
ACTT 21000 Accounting III: Financial	✓		✓	Yes
ACTT 21003 Fundamentals of Tax Preparation	✓			Yes
ACTT 31063 Introduction to Cost Accounting	✓			Yes
BMRT 11000 Introduction to Business	✓	✓		Yes
Technical Electives ¹	✓	✓	✓	Yes
Additional Requirements				
COMM 15000 Introduction to Human Communication	✓	✓		Yes
ECON 22060 Principles of Microeconomics	✓	✓	✓	Yes
ECON 22061 Principles of Microeconomics	✓	✓		Yes

Course	Online	On-ground (including web facilitated)	Hybrid	Required in approved program
ENG 20002 Introduction to Technical Writing <i>or</i> OTEC 26638 Business Communications	✓ ✓	✓		Yes Yes
MATH 11010 Algebra for Calculus	✓	✓		Yes
UC 10097 Destination Kent State: First Year Experience	✓	✓	✓	Yes
Kent Core Composition	✓	✓	✓	Yes
Kent Core Humanities and Fine Arts	✓	✓	✓	Yes
Kent Core Basic Sciences	✓	✓	✓	Yes
Kent Core Social Sciences	✓	✓	✓	Yes
General Elective	✓	✓	✓	Yes

1. In consultation with an advisor, students select courses from Accounting Technology (ACTT), Business Management Technology (BMRT), Computer Technology (COMT) and Office Technology (OTEC). Students preparing to go on for a BBA degree may substitute MATH 10041 or MATH 11012 as a technical elective.

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.

The position of lead faculty/coordinator for the Accounting Technology major rotates among the Kent State campuses, selected each academic year by accounting technology faculty. The lead faculty/coordinator has the major responsibility for the administration and coordination of the program, in online, on-ground and hybrid deliveries. Responsibilities include teaching online ACTT courses, assisting with the development of the schedule of classes and with the recommendation of faculty teaching assignments. These responsibilities are the same as those that apply to traditional (face-to-face) program delivery.

During the 2017 academic year, the lead faculty for the Accounting Technology major is Associate Professor Joseph Kuvshnikov, CPA, PhD. See appendix A for curriculum vitae of Dr. Kuvshnikov 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.

All faculty who teach online courses in the program have prior experience teaching in the online format. Teaching responsibilities will remain the same for faculty members teaching in a online/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 (as shown in the example below). A copy of each faculty member's CV must be included as an appendix item.

Faculty members listed below teach the program's ACTT coursework in the online format. Additional courses in the program (e.g., BMRT, COMM, ECON) are required for their respective degree programs and are taught by faculty attached to those programs. See Appendix A for faculty curriculum vitae.

Instructor	Rank and Campus	Full/part-time	Terminal degree title, discipline, institution, year	Courses taught	Experience teaching online courses / professional development	Courses *
Bruce Gunning CPA	Assistant Professor East Liverpool	FT	MS, Accounting, Texas Tech University, 1983	ACTT 11000 ACTT 11001 ACTT 20012 ACTT 21000 ACTT 21003 ACTT 31063	Taught online since 1995; Quality Matters Master Reviewer	5
Joseph Kuvshnikov CPA	Associate Professor Ashtabula	FT	PhD, Organizational Learning and Leadership, Gannon University, 2012	ACTT 11000 ACTT 11001 ACTT 21000 ACTT 31063	Taught online since 2014; completed Quality Matters workshop; received online training	3
Jyotsna (Josna) Neuman CPA	Assistant Professor Trumbull	FT	Master of Accountancy and Financial Information Systems, Cleveland State University, 1981	ACTT 11000 ACTT 11001 ACTT 21000 ACTT 31063	Taught online since 2010; attended several Quality Matters workshop; received online training	6

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

APPENDICES

Appendix	Description
----------	-------------

A	Curriculum Vitae for Program Faculty Teaching Online Courses
---	--

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

Respectfully,

signed after EPC

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