

Materials linked from the February 1, 2019 Curriculum Council agenda.

Background

When a learning experience is offered by a unit at OSU, it is important to ensure that the accuracy, consistency and authenticity meet institutional standards. Doing so with credit coursework is easy because there are standards in place that guide the process. In AY1718, the OSU Curriculum Council approved a policy for vetting non-credit (NC) coursework if they are to be listed on the non-credit transcript. There is currently no equivalent policy for vetting NC coursework if they are *not* to be listed on the NC transcript.

There are two reasons for implementing (or amending the current) policy to include all NC coursework.

1. NWCCU Standard 2.C.17 (see below) does not indicate that curricular review of continuing education and special learning programs should be limited to only those that are to be listed on the NC transcript.
2. (Some) professional accreditation bodies view all coursework or programs offered by the institution (OSU) in a particular discipline to be under the purview of the accredited unit (College of Business). For example, the Association to Advance Collegiate Schools of Business (AACSB), the professional accreditation body that accredits business programs at OSU, evaluates all business-related programs that are offered by OSU, not just those that are offered by the College of Business. This includes coursework offered through PACE that are Professional Development/Continuing Education in nature. Currently, the College of Business does not have oversight, or control over these types of programs, which negatively impacts the College from an accreditation perspective.

The following amended policy (changes highlighted) would allow academic units to ensure that the accuracy, consistency and authenticity of NC coursework meet institutional standards regardless of whether the intent is to list on the NC transcript or not.

Standards for Non-Credit Academic Experiences

Non-Credit Standards IF the experience is to be listed on the NC transcript.

- A clear description of the course must be available via web and schedule of classes.
- Instruction shall be sufficient in breadth and length to meet the course objectives, proficiencies and competencies described.
- Course syllabus and objectives/outcomes shall be included in the curriculum system for record keeping.
- Curriculum Council approves non-credit offerings after they have the approval of the Office of the Registrar.
- Coordination and support for these standards is provided by the Office of the Registrar.
- Equitable reflection on the transcript among courses must demonstrate parity of the offering to ensure that the outcomes are met.
- Only academic units may originate courses and/or request course designators.

Non-Credit Standards IF the experience is NOT to be listed on the NC transcript.*

- A clear description of the offering must be provided to the academic unit(s) typically responsible for coursework in the discipline area.
- The academic unit(s) will determine if instruction is sufficient in breadth and length to meet the course objectives, proficiencies and competencies described.
- Academic unit(s) approves non-credit offering (experience, coursework, certificate, etc.).

*Ideally, these experiences are developed by the academic unit(s).

Background information regarding continuing education and non-credit courses/programs

NWCCU Standards

Continuing Education and Non-Credit Programs (as of April 27, 2017)

2.C.16 Credit and non-credit continuing education programs and other special programs are compatible with the institution's mission and goals.

2.C.17 The institution maintains direct and sole responsibility for the academic quality of all aspects of its continuing education and special learning programs and courses. Continuing education and/or special learning activities, programs, or courses offered for academic credit are approved by the appropriate institutional body, monitored through established procedures with clearly defined roles and responsibilities, and assessed with regard to student achievement. Faculty representing the disciplines and fields of work are appropriately involved in the planning and evaluation of the institution's continuing education and special learning activities.

2.C.18 The granting of credit or Continuing Education Units (CEUs) for continuing education courses and special learning activities is: a) guided by generally accepted norms; b) based on institutional mission and policy; c) consistent across the institution, wherever offered and however delivered; d) appropriate to the objectives of the course; and e) determined by student achievement of identified learning outcomes.

2.C.19 The institution maintains records which describe the number of courses and nature of learning provided through non-credit instruction.