

Department/Unit: Curricular Programs

Year: 2018

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Unit Overview/Mission/Purpose

Overall Mission in FY 16: Serve as curricular liaison to the Ohio Department of Higher Education (ODHE) and Higher Learning Commission (HLC); monitor WSU compliance with TAGs, CTAGs, OTM, and OGTP; represent the Provost on Faculty Senate curricular committees; provide leadership of Core and Writing Across the Curriculum; oversee the curriculum workflow system called Curriculog; monitor Provost signature approval of MOUs; and implement assessment of university-wide curricular programs.

Overall Mission in FY 19: Serve as curricular liaison to the Ohio Department of Higher Education (ODHE); monitor WSU compliance with TAGs, CTAGs, OTM, and OGTP; represent the Provost on Faculty Senate curricular committees; provide leadership of Core and Writing Across the Curriculum; oversee development and renewal of transfer articulation agreements; monitor Provost signature approval of MOUs; and implement assessment of Core.

Mission changes for FY 19: Due to personnel changes, HLC liaison and overall curricular assessment were assigned to Provost; coordination of transfer articulation agreements moved from Enrollment Management to Academic Affairs.

Staffing

| | FY16 | FY17 | FY18 | FY19 |
|------------------------|------|------|------|------|
| # Full Time Staff | 4 | 2 | 2 | 1 |
| # Student Employee FTE | .5 | 0 | 0 | 0 |

In FY16, there were 4 full-time staff and 1 student employee (PT) in Academic Affairs.

In FY 17, the administrative assistant position was removed; the unit did not receive a student worker, and one full-time administrator responsible for overseeing Curriculog and submitting new program approval to ODHE retired.

In FY 18, a full-time administrator responsible for campus-wide assessment and the HLC liaison to WSU retired.

Customer Base

Students – directly, by responding to requests by students or advisors on behalf of students to assess and award transfer credit for Core courses, IW credit, MC credit, military credit, transfer articulated credit. Indirectly, all students are impacted by the Core, IW, MC, and transfer policies that must be compliant with faculty policy and ODHE policy.

Faculty – Faculty participation and input is needed to remain compliant with faculty senate and ODHE policy related to Core, IW, MC, and ODHE transfer policies.

Administration – This Office reports to and represents the Provost on curricular policy formation and implementation with faculty senate and faculty senate committees and ODHE transfer committees.

Staff – To carry out faculty senate and ODHE curricular policies, this Office works closely with academic advisors across campus, Registrar’s office, Office of Orientation/Transition/Transfer, Financial Aid, Bursar, Student Success, International Affairs, and Admissions.

Selection of Success Outcomes and KPIs for Academic Affairs Unit

Success outcomes are divided among those tasks related to representing the Provost on 1) matters with ODHE and partner institutions with which WSU has entered into MOUs for curricular programs, primarily international universities, and 2) curricular programs overseen by the Faculty Senate.

Important success outcomes previously met by Academic Affairs staff no longer here include overseeing Curriculog, which is now overseen by the Registrar, overseeing program curricular review and assessment, and HLC liaison.

Most KPIs selected are industry benchmarks. This office does not directly generate revenue, except for MOUs with the goal to increase enrollment from specific groups. Indirectly, enforcement of ODHE transfer policies should encourage more transfer students to WSU.

Provost Representative to ODHE and MOU partners

ODHE Transfer Related Policy Compliance Committees:

Success Outcome 1: WSU TAG compliance

Transfer Assurance Guides (TAGs) are ODHE required courses that are transferrable between public Ohio community colleges and universities. Each Ohio public institution of higher education (there are 36) must submit the learning outcomes, measurement of those learning outcomes, and the course syllabus for every TAG that is up for review. This Office is the ODHE TAG coordinator that submits the materials required for every TAG and works directly with the faculty responsible for the TAG course. TAGs are submitted three times each academic year. Preparation for each TAG ranges from 4-12 hours, depending on whether the TAG is approved, pending, or disapproved.

KPI 1.1 ODHE TAG Compliance Rate

Data: The ODHE TAG Coordinators, Mark Cortez and Michelle Blaney, compile a table annually in the summer months that lists the compliance rate for each of the 36 Ohio public institutions of higher education. Compliance rate = # of TAG submissions approved divided by # of TAG submissions expected.

Result: In Summer 2017, WSU’s TAG compliance rate was 88.2% - 135 TAGS approved out of an expected 153. These totals are cumulative, meaning that most of the “approved” and “expected” TAGs were completed in years past. There were 18 TAGs still needing to be approved in Summer 2017. The state Compliance rate was 80% and the range was 47.5% - 91%.

Response/Action Plan: WSU is among the state leaders in TAG compliance. The ideal goal is always to reach 100% compliance. Some faculty or departments are strapped for time and resources or simply unresponsive to my requests, and thus, it is difficult to complete the needed documentation to reach 100%. For this reason, 85% TAG compliance is the current goal. The action plan is to continue to provide faculty 1:1 assistance and submit the TAGs that have been awaiting approval the longest.

Success Outcome 2: ODHE CTAG Compliance Rate

Career Technical/Transfer Assurance Guides (CTAGs) are ODHE required courses that are transferrable from Ohio public Career Technical Centers (CTCs) to Ohio public colleges and universities. Each Ohio public institution of higher education (there are 36) must submit the learning outcomes, measurement of those learning outcomes, and the course syllabus for every CTAG they offer that is up for review. At WSU, this office is the ODHE CTAG liaison that submits the materials required for every CTAG and works directly with the faculty responsible for the CTAG course. CTAGs are submitted three times each academic year. Preparation for each CTAG ranges from 4-12 hours, depending on whether the CTAG is approved, pending, or disapproved.

KPI 2.1 ODHE TAG Approval Rate

Data: The ODHE CTAG Coordinators, Jamilah Tucker Jones and Nikki Weaver, compile a table bi-annually in December and May that lists the approval rate for each of the 36 Ohio public institutions of higher education. Approval rate = # of CTAG submissions approved divided by # of CTAG submissions expected.

Result: In December 2017, WSU's CTAG approval rate was 42% - 11 CTAGS approved out of 26 expected. In May, 2018, WSU's CTAG approval rate was 61.5% - 16 CTAGs approved out of 26 expected. These totals are cumulative, but WSU's expected number will most likely not exceed 26 because WSU does not offer many of the CTAGs. In December, 2017, the state CTAG approval rate was 43.3% and in May, 2018, the state CTAG approval rate was 47.8%. The state ranges were not available. The overall state CTAG rate is lower than the TAG rate, because many 4 year universities have yet to submit CTAG courses.

Response/Action Plan: WSU is among the 4 year university, state leaders in CTAG compliance. The ideal goal is always to reach 100% compliance. Some faculty or departments determined that the CTAG course did not meet the same learning outcomes as a similar WSU course. This office will be representing WSU in a grant-funded, year-long ODHE initiative to submit CTAGs in the areas for which WSU is currently non-compliant.

Success Outcome 3: ODHE OGTP Approval Rate

Through recent legislation, ODHE is required to develop and monitor Ohio Guaranteed Transfer Pathways (OGTP) for most majors by December, 2018. OGTPs are state-wide 2 + 2 pathways whereby students can complete 2 years at a community college, transfer to a 4 year university, and then graduate within 2 more years. The pathways are department specific. All 36 Ohio public institutions of higher education must submit the Program of Study (POS) for every OGTP signed by the Chancellor. Completion of each OGTP takes approximately 4 hours.

KPI 3.1 OGTP Compliance Rate

Data: The ODHE OGTP coordinators, Candice Grant and Katie Dean, monitor whether or not the 36 Ohio public institutions have submitted OGTPs in the majors signed by the Chancellor. By May, 2018, only 1 OGTP (Business) had been signed by the Chancellor. In June, 2018, 8 more OGTPs (all in Social and Behavioral Sciences) were signed by the Chancellor. This office will track which departments do not submit OGTPs within required timeline.

Result: As of December 1, 2018 WSU's OGTP compliance rate is 100%: 22 OGTPs were requested and all 22 from WSU were completed. WSU is still awaiting feedback from ODHE on whether the OGTPs were approved.

Response/Action Plan: WSU will submit the OGTPs for all OGTPs signed by the Chancellor in 2018-2019. At least one faculty member sits on each panel that has developed a pathway.

KPI 3.2 “Transfer In” Graduation Rates

Data: The goal of OGTPs is that students in AA/AS to BA/BS programs will graduate, preferably within 4 years of starting the AA/AS: 2 years towards the AA/AS at a community college and 2 years towards the BA/BS at an university. ODHE keeps “transfer to” data from community colleges to universities. The following are the most recent data available:

Result:

Table 1: Overall “transfer to” data

| Overall Data | 2009-2010 | 2010-2011 |
|--|------------------|------------------|
| Community College Entrants to WSU | 597 | 911 |
| Community College Entrants to WSU - % who earned a BA/BS degree | 29.1% (174/597) | 31.7% (289/911) |
| Community College Entrants to all Ohio 4 year universities - % who earned a BA/BS degree | 29.5% | 39.6% |

Table 2: Community College Comparative “transfer to” data

| Community College | 2009-2010 # of transfers | 2010-2011 # of transfers | 2009-2010 % who earned a BA/BS | 2010-2011 % who earned a BA/BS |
|-------------------|--------------------------|--------------------------|--------------------------------|--------------------------------|
| Sinclair | 405 | 541 | 28.1% | 33.5% |
| Clark State | 57 | 160 | 36.8% | 25.0% |
| Edison | 59 | 61 | 38.0% | 45.9% |
| Columbus State | 24 | 48 | 20.8% | 31.3% |
| Southern State | 18 | 28 | 11.1% | 46.4% |

Response/Action Plan: Even though the BA/BS graduation rate for “transfer in” students at WSU is below the Ohio graduation rate, WSU did increase the number of “transfer in” students and for each school except Clark State, increased its BA/BS graduation rate for “transfer in” students. Continue to work with partner schools to increase the # of transfer students and improve the BA/BS graduation rate for transfer students. Continue to work with WSU Advising and the Orientation, Transition, and Transfer Center to increase transfer student enrollment.

KPI 3.3 Transfer articulation agreements with Sinclair, Clark, and Edison

Data: Up-to-date articulation agreements: Number of non-expired articulation agreements divided by total # of articulation agreements. These data are kept by this office. All articulation agreements are posted to the Transfer website -

<https://www.wright.edu/transfer/academics/community-college-transfer-agreements> All agreements expire after 2 years.

Result: As of 11-1-2017, 38% of the posted articulation agreements (51/134) had expired.

Response/Action Plan: Updating transfer articulation agreements had been done previously by the Director of Transfer Center. Changes in the structure of the Transfer Center (now called Orientation, Transition, and Transfer Center) placed this activity back to this office, which has not been able to keep up with all of the expired agreements. The required OGTPs will result in updating all local agreements. Once an OGTP is developed for a specific major, the local agreements will follow that OGTP template. Target goal is 80% updated transfer agreements by

June 30, 2018. This office will work with WSU Advising and the Orientation, Transition, and Transfer Center to update the local transfer articulation agreements.

Success Outcome 4: New program requests with ODHE

Any new programs at WSU or more than 50% changes to current WSU programs must be approved by the WSU faculty, Provost, Board of Trustees, and ODHE. There is a very comprehensive application (usually 15 or more pages), which includes a financial feasibility assessment. This is a task that I picked up when Brainerd and Aitken left WSU and were not replaced. Completion of new program request takes approximately 32 hours, due to the amount of information needed for the full proposal.

KPI 4.1 Time from proposal submission in Curriculog to WSU Registrar Implementation

Data: New program proposals must be submitted through the WSU Curriculog software. The new programs go through multiple layers of approval, including faculty senate, Provost, WSU Board of Trustees, ODHE Chancellor, and then WSU Registrar. The length of time from proposal to Registrar sign-off can be tracked in Curriculog.

Result: This metric will be implemented in 2018-2019.

Response/Action Plan: To work with the Registrar and individual departments to streamline the approval process and reduce the amount of time it takes to receive ODHE approval.

Success Outcome 5: Tuition reduction requests to ODHE

Any tuition reduction rate for a group of students attending WSU must meet the approval of the Provost, WSU Chief Financial Officer, WSU Board of Trustees, and ODHE. Approved tuition reductions must be renewed every biennium. Common tuition reductions are for international students from the same university or cohorts of students completing an online certificate. WSU and ODHE approval of tuition reduction requests take about 32 hours, mainly spent on completing the full ODHE application.

KPI 5.1 ODHE Tuition reduction approval rate

Data: ODHE tuition reduction rate is kept by Brun and is the % of tuition reduction requests approved by the Provost and WSU Board of Trustees (BOT) that get approved by ODHE.

Result: The approval rate is 100%. In 2016-2017, 9 BOT approved tuition reductions were submitted and approved by ODHE. In 2017-2018, no new tuition reductions were submitted to the ODHE.

Response/Action Plan: The current BOT and chief financial officer are hesitant to approve tuition reduction requests. Decisions need to be made about whether to submit renewal requests for the 9 proposals currently approved by the Chancellor.

Success Outcome 6: Successful MOUs

All MOUs that include curricular programs between WSU and external institutions must be signed by the Provost. I work with the external institution, faculty, and the faculty senate to iron out details regarding the acceptance of credit from the other institution and/or requesting tuition reductions for the students. Most of these MOUs are with international organizations, though there are examples of local curricular MOUs, such as the joint MASW program between WSU and Miami University.

KPI 6.1 MOU acceptance rate = # of MOUs approved by Provost divided by the number of MOUs initiated. Data can be kept by this office.

Result: Data will be collected in 2018-2019.

Response/Action Plan: Specific curricular MOUs with international universities requires department approval, faculty international committee approval, faculty senate approval, Provost approval, and if a tuition reduction is proposed, Chief Business Officer approval, Board of Trustee approval, and ODHE approval. These MOUs take a lot of time and the approval rate is low, because many times persons don't take the process all the way to its end.

Provost Representative to WSU Faculty Senate on Curricular Programs

Success Outcome 7: Successful Coordination of Core, Writing Across the Curriculum, and Multi-Cultural Competency

KPI 7.1

Data: # of new courses or course modifications to Core.

Result: Data will be retrieved from Curriculog for 2018-2019.

Response/Action Plan: Within the last 3 years, this office has worked with two different faculty senate committees to review the Core program. This office also is participating in an ODHE oversight committee on reviewing the ODHE General Education program called the Ohio Transfer Module. This office has requested from the Provost the authority to hire a faculty part-time to assist with the oversight of Core.

Success Outcome 8: Assessment of one Core Element annually

The Faculty Senate Core Oversight Committee requires an assessment of one Core Element each year. This usually involves about 50 courses each year. This office coordinate the collection of student artifacts, downloading those artifacts into Watermark, assigning reviewers of those artifacts, and compiling the results.

KPI 8.1

Data: 1) Submission and approval of annual assessment plans; 2) Completion of data collection; and 3) submission of final assessment report.

Result: 1) Submission and approval of annual assessment plans: 100% compliance for Element 3 plans (24 plans) for 2017-2018 and 100% compliance for Element 6 plans (22 plans) for 2018-2019; 2) Completion of data collection: only 1/24 for Element 3 as of Dec. 15, 2018 (well past the deadline); 3) Submission of reports: none submitted; deadline was extended.

Response/Action Plan: Compliance for submitting plans was helped by providing workshops about the process. Data collection was hindered by data not being collected before the end of Spring term. During the Summer break, curriculum committee personnel changed, data were not always sent to this office, and the quality of some data did not lend itself to quality analysis of student outcomes. A request has been made to the Provost to provide additional staff to assist with Core assessment and assessment of all academic and co-academic programs.

Success Outcome 9: PLA credit hours transcribed

This office coordinates Prior Learning Assessment (PLA) across campus. This involves working with faculty to create PLA opportunities, which includes external and internal exams, and internal portfolio assessment. It also involves reporting on the # of PLA hours transcribed each year.

KPI 9.1

Data: # of courses and credit hours awarded via WSU PLA each academic year. WSU PLA are those PLA courses assessed by WSU faculty and staff via portfolio or exam. Data are collected by the Registrar and this office.

Result: Between Fall 2017 and Summer 2018, 123 students received 572 credit hours, primarily through credit by exam. Between Fall 2016 and Summer 2017, 98 students received 495 credit hours, primarily through credit by exam.

Response/Action Plan: Continue to work with academic departments to inform students of PLA opportunities and to create more PLA opportunities.