AGENDA
Undergraduate Curriculum Committee
August 25, 2020
ZOOM

Liz Sturgeon is inviting you to a scheduled Zoom meeting.

Topic: Undergraduate Curriculum Committee
Time: Aug 25, 2020 03:45 PM Central Time (US and Canada)

Join Zoom Meeting
https://wku.zoom.us/j/98524582056

Meeting ID: 985 2458 2056

I.   Call to Order – Meeting begins at 3:45 PM via ZOOM
II.   Approval of Minutes
III. Old Business
IV.   New Business
        a. Courseleaf Overview – Rheanna Plemons
        b. Update on Certificates
                i. Definition and Policy – Liz, Andy, Anthony
        c. Selection of Steering Committee Members
                i. Bylaws Review
V.   Curriculum Agenda – no proposals for review

Certificate Programs at WKU

A certificate program is a coherent course of study that is compatible with the stated mission and goals of WKU and appropriate to the field of higher education (SACSCOC). Certificates should lead to the acquisition of a defined set of skills or expertise that will enhance employability or meet a professional development need. A certificate may be earned as a stand-alone credential.

To create a certificate at WKU, the certificate must meet <u>two</u> of the following criteria:

- Demonstrates demand (student or market) in a field.
- Includes collaboration with area businesses or industries.
- Provides training in a specific marketable skill, continuing education, or licensure/certification/accreditation.
- Is a stackable credential with a program.*
- Is an interdisciplinary credential that complements multiple programs
- Responds to a state mandate.

Creation of new certificate programs requires internal approval, as well as approval from the Council for Postsecondary Education. In addition, SACSCOC approval may be required. Consultation with the WKU Provost's Office is necessary to determine if a new certificate program reflects a substantive change and must undergo SACSCOC review. Internal approvals are the same as those for new degree programs.

* A stackable credential is a lower credential that can be embedded or nested in a higher credential. (This definition came from Colette Chelf).

Undergraduate Certificate Policy

An undergraduate certificate program must meet the following criteria:
- consist of a minimum of 12 undergraduate credit hours
- be comprised of a minimum of 50% of the hours earned toward the certificate in upper level coursework*
- must not include hidden pre-requisites and co-requisites
- Certificate programs may be substituted for a minor. Beginning fall 2020, certificate programs can be counted in place of a minor if (a) the major and certificate combination consists of at least 50% upper level hours, and (b) the two programs consist of at least 48 unduplicated hours.
- all courses earned toward the certificate must be letter graded except for those courses exclusively offered as pass/fail, which can encompass no more than 25% of the certificate program
- Academic certificate programs eligible for federal financial aid are subject to the United States Department of Education (DOE) Gainful Employment regulations. Academic units wishing to offer such certificate programs must first consult with the WKU Office of the Provost to ensure that all DOE Gainful Employment regulations are met.

* Current certificate programs which require less than 50% upper level coursework will be grandfathered in.

Students may achieve a certificate if the following requirements are met:
- a minimum of 75% of hours earned toward the certificate are earned at WKU
- a minimum GPA of 2.0 must be earned in total course work required for the certificate program, in addition to a minimum cumulative 2.0 GPA and a minimum 2.0 GPA earned in WKU coursework
- students must apply for the certificate the semester prior to completion
- only hours appearing on the undergraduate transcript may be counted toward undergraduate certificates