KENT STATE UNIVERSITY

FACULTY SENATE

TO:	Members of the Faculty Senate and Guests	**DATE:**	September 2, 2016
FROM:	Deborah C. Smith, Chair of the Faculty Senate		
SUBJECT:	Agenda and Materials for the September 12, 2016 Faculty Senate Meeting		

Attached you will find the agenda and the materials for the September 12th Faculty Senate meeting. As always, we will meet in the Governance Chambers at 3:20 p.m. Refreshments will be provided.

1. Call to Order
2. Roll Call
3. Approval of the July 18, 2016 Faculty Senate Meeting Minutes
4. President's Remarks
5. Chair's Remarks
6. Reports:
   a. Report from Kent Part-Time Faculty Association member Ken Jurek
7. EPC Items (Action Items):
   a. College of Communication and Information, School of Library and Information Science: Inactivation of the Center for the Study of Information and Religion. Effective Fall 2016.
   b. Associate and Assistant Deans Committee: Revision of the Transient Undergraduate Work at Another University policy to fold it into the Transfer of Undergraduate Credit policy. In addition, policy requirements and language regarding the transfer of coursework (for new and current students) are revised. Effective Fall 2017.
   c. Proposal College of Arts and Sciences, Department of Geography: Establishment of Environmental Studies major within the Bachelor of Arts degree. One course will be established (ENVS 42099) and two courses revised (GEOG 22070, 32091) for the new major. Minimum total credit hours to program completion are 120. Effective Fall 2017.
8. New Business:
   a. Faculty Senate Fall Retreat, October 28th
9. Announcements/Statements for the Record
10. Faculty Senate Meeting Adjournment

FACULTY SENATE
Minutes of the Meeting
July 18, 2016

Senators Present: Ann Abraham, Rachael Blasiman, Edward Dauterich, Lee Fox, Bruce Gunning, Robert Kairis, Kathy Kerns, Darci Kracht, Cynthia Kristof, Tracy Laux, Thomas Norton-Smith, Carol Robinson, Mary Beth Rollick, Susan Roxburgh, Arden Ruttan, Deborah Smith, John Stoker, Robert Twieg, Roberto Uribe-Rendon, Jennifer Walton-Fisette, Theresa Walton-Fisette, Donald White, Kathryn Wilson

Senators Not Present: Patti Baller, Vinay Cheruvu, Jeffrey Child, David Dees, Christopher Fenk, Mary Ferranto, Farid Fouad, Kim Garchar, George Garrison, Pam Grimm, Todd Hawley, Albert Ingram, Jay Jahangiri, Jihyun Kim, Edgar Kooijman, Mahli Mechenbier Stephen Minnick, Anne Morrison, Lawrence Osher, Linda Piccirillo-Smith, Andrew Shahriari, Denice Sheehan, David Smeltzer, Terrence Uber, Robin Vande Zande, Linda Williams

Ex-Officio Members Present: President Beverly Warren, Mark Polatajko, Rebecca Murphy, Charlene Reed, Nathan Ritchey, Sonia Alemagno, James Blank, Allan Boike, James Bracken, Tracey Motter (for Barbara Broome), Mark Mistur, Eboni Pringle, Deborah Spake

Ex-Officio Members Not Present: Senior V.P. for Academic Affairs and Provost Todd Diacon, Alfreda Brown, Paul DiCorleto, Shay Little, Ed Mahon, Jeffrey McLain, Willis Walker, John Crawford-Spinelli, Mark Kretovics, Don Palmer, Amy Reynolds, Robert Sines, Susan Stocker, Melody Tankersley, Jeff Fruit

Observers Present: Jerry Feezel (Emeritus Professor)

Observers Not Present: Brian Cannon (USS), Fritz Yarrison (GSS)

Guests Present: Sue Averill, Michael Carano, Janis Crowther, Lisa Douvikas, Melissa Hunter, Michael Kavulic, Karen Keenan, Valerie Kelly, Aimee Swartzlander, Cynthia Stillings, Therese Tillett

1. **Call to Order**
   Chair Smith called the meeting to order at 3:20PM in the Governance Chambers, Kent Student Center.

2. **Roll Call.**
   Senator Kerns called the roll.

3. **Approval of the Faculty Senate Meeting Minutes of May 9, 2016**
   Chair Smith asked for a motion to approve the minutes from the May 9 Faculty Senate meeting. A motion was made and seconded (Gunning/Dauterich). After minor corrections, the minutes were unanimously approved.

4. **Associate Provost's Remarks**
   Chair Smith announced that the Provost is out of town, and Associate Provost Melody Tankersley is unexpectedly unable to attend the meeting, so there will be no remarks from the Office of the Provost.

5. **Chair's Remarks.**
   See attached. Following the remarks, Senator Kairis raised the question of whether the Board of Trustees meeting complied with Ohio open meeting laws, specifically whether decisions were made while the Board was still in executive session, which would not be in compliance. President Warren responded by clarifying that information from the item was included in the Board book of meeting materials that is publicly available. Chair Smith clarified that there was only one item from executive session.

6. **Approval of Ohio Faculty Council Representative**
   Chair Smith explained that the Ohio Faculty Council is a state-level governance body that meets in Columbus. Senator Dauterich has served as a Faculty Senate representative but is unable to continue. The past practice was to elect a representative, although the new Charter and Bylaws specify that the Faculty Senate Chair appoints the representative. The new Charter and Bylaws have not yet been approved by the Board of Trustees, so Chair Smith asked that the Faculty Senate endorse her choice of Senator Lee Fox. A motion was made and seconded (Roxburgh/Dauterich), and unanimously approved. Chair Smith noted she is also a representative to the Ohio Faculty Council in her capacity as Chair of Faculty Senate, but an alternate is still needed, and she welcomes nominations.

7. **EPC Items (Information Items)**
   Chair Smith introduced the two information items from EPC. There was no discussion of the items.

8. **Old Business**
   a. AY 15/16 Faculty Senate Status Report.
      Chair Smith introduced the Faculty Senate Status Report, which has tracked follow up to Faculty Senate actions for the last 3 years. She noted that the new by-laws and revisions will be voted on at an upcoming Trustees meeting. President Warren reported the next Board of Trustees meeting is scheduled for Sept. 30. Senator Norton-Smith asked President Warren whether the lack of response by the Board to the Charter and Bylaws suggests there are concerns. President Warren stated there were no concerns, and Chair Smith noted the Board of Trustees has not met since the new Charter and Bylaws revisions were officially forwarded to the President for action. Chair Smith also announced that the changes to SSIs approved by Faculty Senate will be implemented in Fall 2016.

9. **New Business**

   a. Discussion of Granting Observer Status to part-time faculty

   Chair Smith introduced the item by explaining that she had been approached by a part-time instructor at Kent State, James Sewell, about the possibility of having representation at Faculty Senate for part-time instructors. As this would require a change to Faculty Senate Bylaws, Chair Smith suggested that an initial step might be to grant observer status to a part-time faculty representative, and she opened the floor for discussion. Senator Stoker asked whether observers are allowed to speak. Chair Smith indicated they could be recognized by the Chair to speak or a Senator could defer to them, but they would not be allowed to vote. Senator Laux asked how the observer would be chosen. Chair Smith suggested there could be an election, but also asked a part-time faculty member who was present to speak to the question. Mike Carano responded that it might be difficult to obtain contact information for all part-timers for an election. President Warren suggested such a list could be constructed. Senator Blasiman asked whether the observer would represent all part-time faculty or just those on the Kent campus. Mike Carano indicated all part-time faculty would be represented. Senator Kairis commented that Senate meetings are open so part-time faculty could come to observe the meetings now. He also suggested that granting additional status would require a revision of the Bylaws. Senator Roxburgh asked who is considered part-time faculty. Chair Smith indicated it includes everyone on part-time status teaching a course except for graduate student instructors. Senator Roxburgh also asked whether we know the number of part-time instructors. President Warren indicated HR has that information. Chair Smith noted that part-timers are often hired over an extended period of time and thus could serve a 3 year Senate term. Senator Norton-Smith noted the Bylaws list specific observers. Senator Stoker also raised the question of whether it would be advantageous to specify a minimum time at the university for part-time faculty to be eligible to serve in Faculty Senate. Senator Laux encouraged the part-time faculty member to attend future Senate meetings, and Chair Smith offered to add him to the e-mail distribution list for Senate materials.

10. **Announcements and Statements for the Record**

    Dean Ebony Pringle announced that University College won a national award for their tutoring and supplemental instruction program.

11. **Adjournment**

    Chair Smith adjourned the meeting at 4:09PM

KENT STATE
UNIVERSITY

OFFICE OF THE PROVOST

TO: Linda L. Williams, Chair, Faculty Senate

FROM: Therese E. Tillett, Executive Director, Curriculum Services

SUBJECT: Transmittal of items from the Educational Policies Council

DATE: 19 April 2016

In accordance with Faculty Senate Bylaws, I formally convey to you, with this memorandum, the following motion passed on 18 April 2016 by the Educational Policies Council for appropriate review by the Faculty Senate. Although the Senate may not want to review these items, it is helpful to have the Senate's consideration of the recommendations related to policy formation or substantial changes to programs.

Associate and Assistant Deans Committee

1. Revision of the Pass/Fail Grade policy to update language, clarify practice and bring consistency with other policies.
   Effective Fall 2016 | Proposal

College of Applied Engineering, Sustainability and Technology

2. Establishment of the Aeronautical Systems Engineering Technology major within the Bachelor of Science degree.
   Effective Fall 2017 | Proposal

College of Communication and Information

School of Library and Information Science

3. Inactivation of the Center for the Study of Information and Religion.
   Effective Fall 2016 | Proposal

College of Education, Health and Human Services

School of Lifespan Development and Educational Sciences

4. Establishment of the American Sign Language/English Interpreting major within the Bachelor of Science degree.
   Effective Fall 2017 | Proposal | Letters of Support | Needs Assessment

Division of Graduate Studies

5. Revision of Admission–Graduate Student policy to allow applicants to submit unofficial transcripts (e.g., photocopy, scanned copy) at the time of application; after being admitted, students will be required to submit official transcripts.
   Effective Fall 2016 | Proposal

EC: Todd A. Diacon, senior vice president for academic affairs and provost
Karen M. Keenan, project director for academic affairs
Emily S. Myers, assistant to the senior vice president for academic affairs

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **Jan 16, 2016** Curriculum Bulletin _____

Effective Date **Fall 2016** Approved by EPC _____

Department	**SLIS**
College	**CI - Communication and Information**
Proposal	**Inactivate Center**
Proposal Name	**Inactivation of Center for the Study of Information and Religion**

Description of proposal:

Inactivation of the Center for the Study of Information and Religion (CSIR)

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

The SLIS faculty voted in September 2015 to inactivate the Center. The subject area is not a strategic curricular or program priority for the School. Inactivation of this Center will impact an annual conference and related open access publication. We are exploring options for another university or organization to pick up the conference and publication.

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

N/A

REQUIRED ENDORSEMENTS

Department Chair / School Director	2/1/16
Campus Dean (for Regional Campuses proposals)	__/__/__
College Dean (or designee)	2/11/2016
Dean of Graduate Studies (for graduate proposals)	__/__/__
Senior Vice President for Academic Affairs and Provost (or designee)	__/__/__

Proposal Summary
Inactivation of Center for the Study of Information and Religion

Description of Action, Including Intended Effect

This is a proposal to inactivate the School of Library and Information Science Center for the Study of Information and Religion (CSIR). The subject area is not a strategic curricular or program priority for the School. While the Center's programs have generated modest external interest, they have not generated significant external funding and have relied on School funding for support.

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)

The subject area is not a strategic curricular or program priority for the School. While the Center's programs have generated modest external interest, they have not generated significant external funding and have relied on School funding for support. Inactivation of this Center will impact an annual conference and related open access publication. We are exploring options for another university or organization to pick up the conference and publication.

We are not aware of any other departments, programs, or campuses affected by this proposal other than University Libraries, whose Digital Commons hosts ASIR: Advances in the Study of Information and Religion, an open access publication edited by the Center.

Fiscal, Enrollment, Facilities and Staffing Considerations

There is not enrollment considerations because CISR activities were not linked to any curriculum. The two SLIS faculty members responsible for its operation are no longer at the university. The space used by the Center was a shared space within the School and it has been allocated to the general use within the School.

Provisions for Phase-Out if Inactivating

There have been no activities this past year that relate to the Center. Arrangements are being made for the continuation of the conference and the publication.

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*

September 2015:	SLIS FAC voted on approval of inactivation
February 2016:	Proposal voted on by the College Curriculum Committee
March 2016:	Proposal submitted to EPC for vote

KENT STATE
UNIVERSITY

OFFICE OF THE PROVOST

TO: Deborah C. Smith, Chair-Elect, Faculty Senate

FROM: Therese E. Tillett, Executive Director, Curriculum Services

SUBJECT: Transmittal of items from the Educational Policies Council

DATE: 23 August 2016

In accordance with Faculty Senate Bylaws, I formally convey to you, with this memorandum, the following motion passed on 22 August 2016 by the Educational Policies Council for appropriate review by the Faculty Senate. Although the Senate may not want to review this item, it is helpful to have the Senate's consideration of the recommendations related to policy formation or substantial changes to programs.

Associate and Assistant Deans Committee

1. Revision of the Transient Undergraduate Work at Another University policy to fold it into the Transfer of Undergraduate Credit policy. In addition, policy requirements and language regarding the transfer of coursework (for new and current students) are revised.
   Effective Fall 2017 | Proposal

College of Arts and Sciences, Department of Geography

2. Establishment of Environmental Studies major within the Bachelor of Arts degree. One course will be established (ENVS 42099) and two courses revised (GEOG 22070, 32091) for the new major. Minimum total credit hours to program completion are 120.
   Effective Fall 2017 | Proposal | Letters of Support | Needs Analysis

EC: Todd A. Diacon, senior vice president for academic affairs and provost
Karen M. Keenan, project director for academic affairs
Emily S. Myers, assistant to the senior vice president for academic affairs

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **26-Jul-16** Curriculum Bulletin _____

Effective Date **Fall 2017** Approved by EPC _____

Department	**A&A Deans Committee**
College	**select one**
Proposal	**Revise Policy**
Proposal Name	**Revision of Transient and Transfer Policies**

Description of proposal:

This is a proposal to adjoin the transient policy, as published in the University Catalog, with the transfer policy. In so doing, this proposal also seeks to discontinue the use of the word "transient," revise current transient policy requirements and language, modify the transfer policy to accommodate the merger of the revised transient policy and address returning students who have taken coursework at another institution, and update language in the transfer policy.

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

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

All units that are part of A&A Deans were consulted and had the opportunity for input.

REQUIRED ENDORSEMENTS

Elizabeth A. Sheldon — 7/26/2016

~~Department~~ A&A Deans Chair / School Director

_____ ___/___/___

Campus Dean (for Regional Campuses proposals)

_____ ___/___/___

College Dean (or designee)

_____ ___/___/___

Dean of Graduate Studies (for graduate proposals)

_____ ___/___/___

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

Proposal Summary
Revision of the Transient and Transfer Policies

SUBJECT SPECIFICATION
This is a proposal to adjoin the transient policy, as published in the University Catalog, with the transfer policy. In so doing, this proposal also seeks to discontinue the use of the word "transient," revise current transient policy requirements and language, modify the transfer policy to accommodate the merger of the revised transient policy and address returning students who have taken coursework at another institution, and update language in the transfer policy.

BACKGROUND INFORMATION
Two aspects of the current transient policy were unclear and came to the attention of the Associate & Assistant (A&A) Deans' committee in fall 2015. First, the policy requires [current] undergraduate students to have good academic standing (i.e., a minimum 2.000 GPA) in order to take coursework at another college or university. However, the policy is ambiguous as to whether the minimum 2.000 is required at the time of application (to take a course at another college or university), at the time the course is taken, or both at the time of application and when the class is taken. Second, the policy is silent about the fulfillment of prerequisites before the transient course is taken.

At the October 2015 A&A Deans' meeting, representatives from the colleges and campuses were each surveyed and they agreed that students should be in good academic standing both at the time of application and when the transient work is taken. When the transient policy was first established, having good academic standing was important to the colleges and campuses, and remained so primarily because transient course grades are not computed into the student's Kent State GPA. Accumulating credit hours without the benefit of the grade can impede progress toward degree completion. If, for example, a student repeats a failed KSU course at another institution and earns a passing grade, the student will not benefit from KSU's course repeat policy.

Regarding prerequisites, the policy does not mention anything about completing course prerequisites before enrolling in a transient course. There was agreement among the units represented at A&A Deans that this was an oversight. If the student is taking the prerequisite at the time of application (to enroll in a transient course) and fails it, withdraws from it, or does not earn the minimum grade required by the student's program, he/she will still have to complete the course at Kent State, even if the transient course is taken. Moreover, if the program requires a minimum grade which is not earned in the next level class, the student will have to take both courses again.

During fall 2015, a subcommittee of A&A Deans was formed and charged with reviewing the existing transient policy and recommending revisions. Members of the subcommittee are as follows:

- Steven Antalvari, director, University College
- Mary Ann Haley, associate dean, College of Arts And Sciences
- Nicole Kotlan, director, Exploratory Advising Center
- Barb Lloyd, assistant registrar, University Registrar's Office
- Lynette Johnson, associate registrar, University Registrar's Office
- Brian Pekarek, director, Admissions Operations & Transfer Systems
- Elizabeth Sinclair, assistant dean, College of Business Administration
- Katie Smith, academic program coordinator, Curriculum Services
- Misty Sommers, transfer operations analyst, Admissions Operations & Transfer Systems

- Therese Tillett, executive director, Curriculum Services
- Kathy Zarges, director, College of Education, Health and Human Services

The subcommittee spent considerable time debating the basic tenets of the transient policy: good academic standing and receiving approval as well as the *perceived* tenet of having prerequisites in order before enrolling in a course at another institution. As part of our review, we discussed various national and statewide changes that have had an impact on the landscape of higher education. One in particular that relates directly to the transfer of coursework is State policy concerning the transfer and articulation of credit hours. The goal of the State is "to advance course planning...that maximizes successful transfer and application of credits to the student's chosen program at the receiving institution." This quote is in reference to institutional support for students by way of transfer guides, transfer course equivalency tables and databases, institutional transfer and articulation processes, and articulation agreements.

While transfer guides have existed for decades, the proliferation of tables and databases statewide has changed how Ohio institutions must view the acceptance of courses that have been vetted in advance as equivalent. The subcommittee eventually agreed that regardless of the GPA or fulfillment of prerequisites, if another institution's course is considered to be equivalent to a KSU course (much less part of an articulation agreement or a transfer course equivalency table) we cannot deny credit.

Technological advancements also have impacted higher education; we are able to automate otherwise cumbersome processes. There were opposing views about the continued need to require an application. Without question there are efficiency gains if we take away the application, with the most important one being the automated posting of credits without having to first to check for an application, and, later to confirm whether the student took the course that was approved. However, the efficiency gains are potentially at the expense of a student's progress toward degree completion.

For those who argued in favor of retaining some sort of form, it was important to have the opportunity to advise students before they go off to another college or university and take a course. It was not about the need to approve coursework as much as it was about the desire to ensure students take a course they need as well as understand the potential ramifications of taking coursework at another institution. Some of the concerns include but are not limited to the following:

- Not all courses have KSU equivalencies even if the titles are the same or similar,
- Taking a transfer class adds credit hours but will not improve the KSU GPA and, therefore, could impede progress toward degree completion, and
- Transfer courses cannot be taken into account for class standing when preregistering, for purchasing a parking permit or for determining housing.

The subcommittee also spent time discussing the meaning of the word "transient." Even current students who take courses at another college or university wonder how to they can "transfer" the course back to Kent. The word "transient" is foreign to them.

EXECUTIVE SUMMARY OF CHANGES

The subcommittee recommends the following changes:

- In consideration of State policy concerning the acceptance of transfer coursework, remove the requirement of good academic standing and recommend prerequisite completion.

- Require a form for advisor review that details impact on students when it comes to program GPA and prerequisite requirements, program course grades, preregistration for the next semester, the course repeat policy, etc.

- Discontinue the use of the word "transient" and adjoin the existing transient policy with the transfer policy as shown on pages 6 and 7. Refer to current students as "active" students and define what this means.

- Revise the transfer policy to update language and to address not only new students who have taken coursework at another college or university but also active students and returning students.

ALTERNATIVES AND CONSEQUENCES
The alternative to not making the revisions that are recommended is to retain a policy that cannot be supported by State policy and one that is out of date and not clear to students.

SPECIFIC RECOMMENTATION
Create one transfer policy that encompasses the transient policy and returning students who have taken coursework at another institution; remove the requirement to have good academic standing in order to take coursework at another institution; and update language including discontinuing the use of the word transient and instead refer to "current" students who want to take coursework at another institution as "active" students.

ACTIONS REQUIRED AND ANTICIPATED TIMELINE
Associate and Assistant Deans Committee.....approval sought May, 2016
Educational Policies Council.....approval sought August 2016
Faculty Senate.....approval sought August 2016
Implementation.....Fall 2017 University Catalog

Current Undergraduate Transient Policy

Transient Undergraduate Work at Another University

Download to print

Kent State University 2015 Catalog > Academic Policies > **Transient Undergraduate Work at Another University**

Kent State University undergraduate students in good academic standing who wish to take coursework at another institution that is regionally accredited or pre-approved by Kent State as offering college-level credit must receive the prior approval of the dean of the unit offering the Kent State course.

Students should meet with their academic advisor prior to submitting the Undergraduate Application for Transient Work at Another College or University to ensure their eligibility to take transient coursework, to choose course(s) that can be applied toward their program, and to confirm that they qualify to enroll in the equivalent course at Kent State. Students applying for financial aid during the term of transient study will need to submit to the Office of Student Financial Aid the approved application and an Ad Hoc Consortium Agreement.

To qualify for transient status, student must have been enrolled at Kent State for at least one term before attempting transient coursework and have a minimum 2.000 cumulative GPA. Students who were not enrolled at Kent State for a semester and did not receive transient approval before completing course(s) at another institution must re-apply to Kent State as a transfer student.

Generally, credit for non-remedial/developmental courses in which students have earned a minimum D (1.000) grade will be considered for transfer. All credits granted for transient work will be translated into semester hours. Grades received for transient work are not transferred and are not calculated into the student's Kent State GPA, but may be considered for admission to and/or progression for specific program. Credit earned for transient work does not count toward students' residence requirement at Kent State, but it will not invalidate residence in progress.

Approvals for transient attendance are valid for one term only (quarter, semester, etc.) at other institutions (one academic year for year-long study abroad/away opportunities) and are subject to all restrictions of the dean of the student's college, independent school or regional campus offering a Regional College program.

It is the student's responsibility, upon completion of the coursework, to submit an official transcript from the transient institution to the admissions office of the Kent State campus enrolled. Students are discouraged from taking transient coursework during their last semester because of the time necessary to receive and process transcripts, which may delay clearing the student for graduation.

All policies that govern the transfer of academic credit also apply to transient credit and can be reviewed in the academic policies section of the University Catalog. Under unusual circumstances, students may request an exception to the above requirements for transient eligibility by contacting their academic unit prior to registration elsewhere.

Current Undergraduate Transfer Policy

Transfer of Undergraduate Credit

Download to print

Kent State University 2015 Catalog > Academic Policies > Transfer of Undergraduate Credit

An official evaluation of transfer credit will not be completed until undergraduate students have been admitted to the university and have submitted official transcripts from all post-secondary institutions previously attended. Generally, only those non-remedial/developmental courses in which students have earned a minimum C grade at an accredited school (as determined by the Credit Transfer Office will be considered for transfer. However, transfer credit earned fall 2005 and later from a regionally accredited college or university in Ohio and earned fall 2010 and later from a regionally accredited, or international equivalent, college or university outside Ohio will be awarded for all non-remedial/developmental courses in which students have earned a minimum D grade. Effective fall 2010, upper-division and lower-division credits are awarded for transfer based upon the level of course to which they are equated at Kent State.

Once the Credit Transfer Office has determined which courses are transferable, the college office that houses the student's major determines the applicability of these courses toward the desired degree. Some majors may require students to earn higher grades in specific courses or requirements. Students transferring to these majors will be held to the required grade and GPA standards.

Students who have attended schools that are not regionally accredited or that are not candidates for such accreditation are not granted credit by the Credit Transfer Office for work completed there. The students' college office, however, may grant such credit at its discretion. Although the evaluation of a student's performance at a non-accredited institution is considered in the admissions decision, any work completed at an accredited institution takes precedence.

Kent State accepts a maximum of 11 semester credit hours (or 16 quarter hours) of correspondence work from an accredited institution. This work does not count toward the final year of required work in residence.

Transfer Credit Appeals Process: Students must submit, in writing, a letter of appeal regarding their transfer credit to the Kent State University Credit Transfer Office. Upon recommendation by the Transfer Review Committee, students will be notified of the outcome in writing.

PROPOSED Transfer Policy with adjoined Transient Policy without tracking

Transfer of Undergraduate Credit

Students may transfer academic credit to Kent State University as new students, as active students, or as returning students.

Transfer credit will be accepted for college-level courses (e.g. not remedial or developmental, eligible to count toward a degree) from regionally accredited, or international equivalent, institutions as determined by Kent State's Credit Transfer Office per the following conditions:

College or University in Ohio

- The student earned a minimum D (1.000 or Pass or Satisfactory) grade in fall 2005 or later.
- The student earned a minimum C (2.000) grade prior to fall 2005.
- The student earned a minimum D (1.000 or Pass or Satisfactory) grade in fall 1990 or later that was applied toward an earned Associate of Arts or Associate of Science degree with a minimum overall 2.000 GPA.

College or University Outside Ohio

- The student earned a minimum D (1.000 or Pass or Satisfactory) grade in fall 2010 or later.
- The student earned a minimum C (2.000) grade prior to fall 2010.

Effective fall 2010, upper-division and lower-division credits are awarded for transfer based upon the level of course to which they are equated at Kent State.

Accepted transfer credits are posted on the Kent State University transcript in semester hours and count toward class standing and total credit hours earned for graduation at Kent State. Transfer credits and grades will not count toward the students' Kent State Grade Point Average (GPA), residence requirement and graduation honors; nor will a transfer grade replace a grade earned in an equivalent course at Kent State. Transfer grades, however, may be considered for prerequisites to a specific course or admission to and/or progression for a specific program. KSU prerequisite requirements will be taken into consideration before students enroll in coursework at another institution.

The Kent State college office that houses the students' major determines the applicability of these courses toward the desired degree or certificate. Some programs may require students to earn higher grades in specific courses or requirements. Students admitted to these programs will be held to the required grade and GPA standards for admission and graduation.

Students who have attended institutions that are not regionally accredited, or that are not candidates for such accreditation, are not granted credit by the Credit Transfer Office for work completed there. The students' Kent State college, however, may grant such credit at its discretion. Although the evaluation of a student's performance at a non-accredited institution is considered in the admissions decision, any work completed at an accredited institution takes precedence. See Alternative Credit policy in the University Catalog for more information on limits of credits.

Transfer Credit Appeals Process: Students must submit, in writing, a letter of appeal regarding their transfer credit to the Kent State University Credit Transfer Office. Upon recommendation by the Transfer Review Committee, students will be notified of the outcome in writing.

New Students: An official evaluation of transfer credit is completed for undergraduate students who have been admitted to the university and have submitted official transcripts from all post-secondary institutions previously attended.

Active Students: An "active" Kent State University undergraduate student is one who is enrolled for a minimum 1 credit hour for one semester or longer without more than a one-year interruption. Active undergraduate students who wish to take college-level coursework (based on policy stated above) at another institution (as described above) while continuing their studies at Kent State University need to complete the steps listed below before enrolling at the other institution. Completing these steps will ensure students enroll in coursework that will transfer back to Kent State. Not completing these steps will not guarantee the coursework will transfer as expected. Thus, students, who do not complete the following steps, take transfer coursework at their own risk.

1. Meet with their academic/faculty advisor to review program requirements, course prerequisites, remaining coursework, possible impact if repeating courses, and transfer course equivalencies,
2. Complete the Transfer Course Plan form,
3. Submit an Ad Hoc Consortium Agreement to the Office of Student Financial Aid if the student is applying for financial aid during the term at the other institution or to continue eligibility.

After the active student completes transfer coursework, it is the student's responsibility to submit an official transcript from the other institution to the admissions office of the Kent State campus enrolled. All accepted transfer credits are posted on the Kent State University transcript in semester hours and count toward class standing and total credit hours earned for graduation at Kent State. However, credit earned for coursework taken at another institution does not count toward students' residence requirement at Kent State.

A Transfer Course Plan is valid for one term only (quarter, semester, etc.), or for one academic year for year-long study abroad/away opportunities, and is subject to all restrictions of the dean of the student's college, independent school or regional campus offering a Regional College program. Students are discouraged from taking transfer coursework during their last semester because of the time necessary to receive and process transcripts, which may delay the student's graduation.

Returning Students: Kent State University students who have not attended for one year, were not academically dismissed, and completed coursework at another college or university during their absence:
See policy on Admission – Former Kent State Student in the University Catalog

Kent State University students who were academically dismissed and completed coursework at another college or university during their absence:
See policy for Dismissal, Appeal and Reinstatement in the University Catalog

Undergraduate Transfer Policy with Tracking

Transfer of Undergraduate Credit

Students may transfer academic credit to Kent State University as new students, as actives students, or as returning students.

~~An official evaluation of~~ Ttransfer credit will ~~not~~ be accepted for college-level courses ~~completed until undergraduate students have been admitted to the university and have submitted official transcripts from all post-secondary institutions previously attended. Generally, only those~~ (e.g. not ~~non-~~remedial/ or developmental courses, eligible to count toward a degree ~~in which students have earned a minimum C grade at an accredited school (as determined by the Credit Transfer Office will be considered for transfer. However, transfer credit earned fall 2005 and later from a regionally accredited college or university in Ohio and earned fall 2010 and later~~ from ~~a~~ regionally accredited, or international equivalent, ~~college or university outside Ohio will be awarded for all non-remedial/developmental courses in which students have earned a minimum D grade.~~ Institutions as determined by Kent State's Credit Transfer Office per the following considerations:

College or University in Ohio

- The student earned a minimum D (1.000 or Pass or Satisfactory) grade in fall 2005 or later.
- The student earned a minimum C (2.000) grade prior to fall 2005.
- The student earned a minimum D (1.000 or Pass or Satisfactory) grade in fall 1990 or later that was applied toward an earned Associate of Arts or Associate of Science degree with a minimum overall 2.000 GPA.

College or University Outside Ohio

- The student earned a minimum D (1.000 or Pass or Satisfactory) grade in fall 2010 or later.
- The student earned a minimum C (2.000) grade prior to fall 2010.

Effective fall 2010, upper-division and lower-division credits are awarded for transfer based upon the level of course to which they are equated at Kent State.

Accepted transfer credits are posted on the Kent State University transcript in semester hours and count toward class standing and total credit hours earned for graduation at Kent State. Transfer credits and grades will not count toward the students' Kent State Grade Point Average (GPA), residence requirement and graduation honors; nor will a transfer grade replace a grade earned in an equivalent course at Kent State. Transfer grades, however, may be considered for prerequisites to a specific course or admission to and/or progression for a specific program. KSU prerequisite requirements will be taken into consideration before students enroll in coursework at another institution.

~~Once the Credit Transfer Office has determined which courses are transferable, t~~The Kent State college office that houses the student's' major determines the applicability of these courses toward the desired degree or certificate. Some ~~majors~~ programs may require students to earn higher grades in specific courses or requirements. Students admitted ~~transferring~~ to these ~~majors~~ programs will be held to the required grade and GPA standards for admission and graduation.

Students who have attended schools that are not regionally accredited, or that are not candidates for such accreditation, are not granted credit by the Credit Transfer Office for work completed there. The students' Kent State college ~~office~~, however, may grant such credit at its discretion. Although the evaluation of a student's performance at a non-accredited institution is considered in the admissions decision, any work completed at an accredited institution takes precedence. See Alternative Credit policy in the University Catalog for more information on limits of credits.

~~Kent State accepts a maximum of 11 semester credit hours (or 16 quarter hours) of correspondence work from an accredited institution. This work does not count toward the final year of required work in residence.~~

Transfer Credit Appeals Process: Students must submit, in writing, a letter of appeal regarding their transfer credit to the Kent State University Credit Transfer Office. Upon recommendation by the Transfer Review Committee, students will be notified of the outcome in writing.

Current Undergraduate Transient Policy with tracking

~~Transient Undergraduate Work at Another University~~

~~Kent State University undergraduate students in good academic standing who wish to take coursework at another institution that is regionally accredited or pre-approved by Kent State as offering college-level credit must receive the prior approval of the dean of the unit offering the Kent State course.~~

~~Students should meet with their academic advisor prior to submitting the Undergraduate Application for Transient Work at Another College or University to ensure their eligibility to take transient coursework, to choose course(s) that can be applied toward their program, and to confirm that they qualify to enroll in the equivalent course at Kent State. Students applying for financial aid during the term of transient study will need to submit to the Office of Student Financial Aid the approved application and an Ad Hoc Consortium Agreement.~~

~~To qualify for transient status, student must have been enrolled at Kent State for at least one term before attempting transient coursework and have a minimum 2.000 cumulative GPA. Students who were not enrolled at Kent State for a semester and did not receive transient approval before completing course(s) at another institution, must re-apply to Kent State as a transfer student.~~

~~Generally, credit for non-remedial/developmental courses in which students have earned a minimum D (1.000) grade will be considered for transfer. All credits granted for transient work will be translated into semester hours. Grades received for transient work are not transferred and are not calculated into the student's Kent State GPA, but may be considered for admission to and/or progression for specific program. Credit earned for transient work does not count toward students' residence requirement at Kent State, but it will not invalidate residence in progress.~~

~~Approvals for transient attendance are valid for one term only (quarter, semester, etc.) at other institutions (one academic year for year-long study abroad/away opportunities) and are subject to all restrictions of the dean of the student's college, independent school or regional campus offering a Regional College program.~~

~~It is the student's responsibility, upon completion of the coursework, to submit an official transcript from the transient institution to the admissions office of the Kent State campus enrolled. Students are discouraged from taking transient coursework during their last semester because of the time necessary to receive and process transcripts, which may delay clearing the student for graduation.~~

~~All policies that govern the transfer of academic credit also apply to transient credit and can be reviewed in the academic policies section of the University Catalog. Under unusual circumstances, students may request an exception to the above requirements for transient eligibility by contacting their academic unit prior to registration elsewhere.~~

Active Students: An "active" Kent State University undergraduate student is one who is enrolled for a minimum 1 credit hour for one semester or longer without more than a one-year interruption. Active undergraduate students who wish to take college-level coursework (based on policy stated above) at another institution (as described above) while continuing their studies at Kent State University need to complete the steps listed below before enrolling at the other institution. Completing these steps will ensure students enroll in coursework that will transfer back to Kent State. Not completing these steps will not guarantee the coursework will transfer as expected. Thus, students, who do not complete the following steps, take transfer coursework at their own risk.

1. Meet with their academic/faculty advisor to review program requirements, course prerequisites, remaining coursework, possible impact if repeating courses, and transfer course equivalencies,
2. Complete the Transfer Course Plan form,
3. Submit an Ad Hoc Consortium Agreement to the Office of Student Financial Aid if the student is applying for financial aid during the term at the other institution or to continue eligibility.

After the active student completes transfer coursework, it is the student's responsibility to submit an official transcript from the other institution to the admissions office of the Kent State campus enrolled. All accepted transfer credits are posted on the Kent State University transcript in semester hours and count toward class standing and total credit

hours earned for graduation at Kent State. However, credit earned for coursework taken at another institution does not count toward students' residence requirement at Kent State.

A Transfer Course Plan is valid for one term only (quarter, semester, etc.), or for one academic year for year-long study abroad/away opportunities, and is subject to all restrictions of the dean of the student's college, independent school or regional campus offering a Regional College program. Students are discouraged from taking transfer coursework during their last semester because of the time necessary to receive and process transcripts, which may delay the student's graduation.

Returning Students: Kent State University students who have not attended for one year, were not academically dismissed, and completed coursework at another college or university during their absence:
See policy on Admission – Former Kent State Student in the University Catalog **[hyperlink the policy]**

Formatted: Font: Bold

Kent State University students who were academically dismissed and completed coursework at another college or university during their absence:
See policy for Dismissal, Appeal and Reinstatement in the University Catalog **[hyperlink the policy]**

Formatted: Font: Bold

Formatted: Font: 12 pt

This form is for use by active Kent State undergraduates who wish to take coursework at another college or university.

Student ID# _____
Date _____ Pg____

Transfer Course Plan Form /Kent State University

Students must meet with their Academic/Faculty Advisor to complete this form.

Part A Student Information (PLEASE PRINT)

Student Name (First, Middle, Last)_____ **Phone ( )**_____ **Email Address**_____ **@kent.edu**

To be completed by Academic/Faculty Advisor:

Student's College: _____
Major(s): _____
_____
Minor: _____
Current Completed Credit Hours: _____
Overall GPA: _____ Required Overall GPA: _____
Major GPA: _____ Required Major GPA: _____
Intended Graduation Semester: F20___ S20___ Su20___

Special Program: Study Away
Nat'l Student Exchange
Education Abroad

Campus where transcript will be sent: _____
(ex: Kent, Ashtabula, E Liverpool, Geauga, Trumbull, Salem, Stark, Tuscarawas, Office of Global Education)

Part B Transfer School Information

Transfer School Name _____ **School Code** _____ **City** _____ **State/Country** _____

Accreditation: Yes ___ No ___ [If no, please complete different form]

Credit hours. Semesters _____ Quarters _____ Other _____

Part C Course Planning Information for term of: _____ (one form per term, print multiple pages if more space needed)

Transfer School (TS) Course Subject/Number	Transfer Course Title	Credit Hrs at Transfer School	If Not Sem Hrs at TS Indicate KSU Cr Hrs	KSU Equivalent Subject/Number (ex: ENG2X= Elec)	Printed Name of Course Chair/Director/Faculty Reviewer If Not On The Transfer Table*	KSU Prerequisite(s) for Transferred Course	Kent Core Attribute (ex: KSS, KFA)	Standard Equivalency** Y or N Determined Only By Chair/Director/Fac Reviewer	Need GPS Exception Y or N
Ex: MATH 101	*Algebra 1*	3	*2*	*MATH 11010*	*Andrew Tonge*	*Placement*	*MATH*	*Y*	*N*

**Please attach any supporting documentation, email communication or screenshots.

*If course is not on the Transfer Table, the UAC representative for the course must approve.
Approved/Disapproved

UAC Rep Printed Name _____ UAC Rep Signature and Date _____

Part D Advisor Review

Advisor Printed Name _____ **Advisor Email** _____ **Advisor Phone** _____

Note any concerns about taking transfer coursework: _____

I have reviewed with the student:

____ The University Transfer Policy
____ Program requirements as they relate to the transfer course(s)
____ Impact on future registration at the next class level and if the transfer course is a prerequisite for a KSU course
____ Impact on class standing as it affects parking privileges and housing requirements/preferences
____ How the course(s) will apply toward the program
____ Impact if transfer credit hours are different from KSU equivalent credit hours
____ The need for a GPS exception, if necessary
____ That a copy of the completed form will be given to the student for their use and for the transferring institution's use if requested

Advisor Signature _____ **Date** _____

Part E Student Review

I have reviewed university, college, program requirements, and the transfer credit policy with my academic/faculty advisor and by my initials below, I understand that:

____ Transfer grades do not impact the KSU GPA but may be used in determining admission to, progression in and graduation from an academic program. (For this reason, it is preferred that students are in good academic standing at Kent State and in their academic program.)
____ Courses repeated at another institution do not forgive graded coursework at Kent State.
____ Minimum grades for progression and graduation for specific programs must be met.
____ It is preferred that students satisfy prerequisite requirements at KSU prior to taking coursework at another institution. Keep in mind the other institution may enforce their own prerequisites.
____ Future registration at Kent State may be impacted if the transfer course is a prerequisite for another KSU course.
____ Class standing at Kent State is impacted during the semester when the transfer coursework is being taken and, therefore, may affect registration at the next class level, parking privileges and housing requirements/preferences.
____ An Ad Hoc Consortium Agreement must be submitted to the Office of Student Financial Aid, if I am applying for financial aid during the term at the other institution or continuing financial aid.
____ The Transfer Course Plan is valid for one term only (quarter, semester, etc.) or one academic year for year-long education abroad/away opportunities.
____ Taking transfer coursework during the last semester is discouraged because it may delay my graduation.

By my signature below, I understand I am responsible for requesting that the transfer institution send an official transcript to the admissions office of the Kent State campus enrolled and if I chose to take the course during my last semester, I understand that the transcript must reach Kent State by the deadline for conferring graduation.

Student Signature _____ **Date** _____

Ohio | Department of Higher Education

John R. Kasich, Governor
John Carey, Chancellor

Request for Approval

Submitted by
Kent State University

Establishment of a Bachelor of Arts Degree in Environmental Studies

Date of Submission
(after Board of Trustees approval)

KENT STATE UNIVERSITY

TABLE OF CONTENTS

Request 2

Section 1: Introduction 3

Section 2: Accreditation 4
2.1 Regional accreditation 4
2.2 Results of the last accreditation review 4
2.3 Notification of appropriate agencies 4

Section 3: Academic Leadership—Institution 4
3.1 Mission statement 4
3.2 Organizational structure 5

Section 4: Academic Leadership—Program 5
4.1 Organizational structure 5
4.2 Program development 6
4.3 Collaboration with other Ohio institutions 7

Section 5: Student Support Services 7
5.1 Admission policies and procedures 7
5.2 Student administrative services 8
5.3 Student academic services 8

Section 6: Curriculum 8
6.1 Introduction 8
6.2 Program goals and objectives 9
6.3 Course offerings/descriptions 9
6.4 Program sequence 14
6.5 Alternate delivery options 15
6.6 Off-site program components 15

Section 7: Assessment and Evaluation 15
7.1 Program assessment 15
7.2 Measuring student success 16

Section 8: Faculty 17
8.1 Faculty appointment policies 17
8.2 Program faculty 18
8.3 Expectations for professional development/scholarship 18
8.4 Faculty matrix 18

Section 9: Library Resources and Information Literacy 19
9.1 Library resources 19
9.2 Information literacy 20

Section 10: Budget, Resources and Facilities 21
10.1 Resources and facilities 21
10.2 Budget/financial planning 21

Appendices 22

Signature Page 22

REQUEST

Date of submission: *Date to come (after Board of Trustees approval)*

Name of institution: Kent State University

Degree/degree program title: Bachelor of Arts degree with the major Environmental Studies

Primary institutional contact for the request

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

Delivery sites: Kent Campus

Date that the request was approved by the institution's governing board:
Approved by the Kent State University Board of Trustees on *date pending*

Proposed start date: Fall 2017

Institution's programs: Degree programs at the associate, bachelor's, master's, post-master's, doctoral levels; undergraduate and graduate certificates (total 326 majors in 44 degrees and 67 certificates as of fall 2015)

Educator Preparation Programs:
Indicate the program request leads to educator preparation licenses or endorsements.
Licensure: No
Endorsement: No

SECTION 1: INTRODUCTION

Kent State University proposes to establish the Environmental Studies major within the Bachelor of Arts degree. The Environmental Studies major will be interdisciplinary, involving the areas of biology, geology, sociology, geography, economics, anthropology and political science, among others. Students in the major will develop a set of key competencies in earth systems science, environmental social science, human-natural systems and sustainability science. The Environmental Studies major will appeal to undergraduate students who want to make a difference in the environment; take on environmental challenges that face every business, agency and institution; and seek to be stewards of the earth's natural resources.

Kent State presently offers discipline-specific environmental concentrations at the baccalaureate level in biology, geology, geography and public health. The proposed Environmental Studies major will be distinct from those programs in three specific ways:

1. Environmental Studies will involve a strong natural scientific base, but will be primarily anchored within the social sciences and the human dimensions of environmental problem domains.
2. Environmental Studies will be a true interdisciplinary major, drawing from several existing academic disciplines.
3. Environmental Studies, itself, is a brand name, well recognized by students who enter college interested in studying different aspects of the environment and working towards a degree that will provide curricular flexibility and strong job prospects as environmental planners, analysts and policy-makers in conservation, corporations or the public sector, as well as preparation for graduate studies in such areas as business, education or law.

SECTION 2: ACCREDITATION

2.1 Regional accreditation

Original date of accreditation:	1915
Date of last review:	2014 - 2015
Date of next review:	2021 - 2022

2.2 Results of the last accreditation review

Kent State University's accreditation was reaffirmed by the Higher Learning Commission on 26-27 January 2015.[1]

2.3 Notification of appropriate agencies

Provide a statement indicating that the appropriate agencies (e.g., regional accreditors, specialized accreditors, state agencies) have been notified of the institution's request for authorization of the new program. Provide documentation of the notification as an appendix item.

Notification to the Higher Learning Commission will occur after the Ohio Department of Higher Education has approved the program. The Environmental Studies major will not be accredited by a specialized accreditor.

SECTION 3: LEADERSHIP—INSTITUTION

3.1 Mission statement

We transform lives and communities through the power of discovery, learning and creative expression in an inclusive environment. (www.kent.edu/kent/mission).

3.2 Organizational structure

The Kent State academic and administrative organizational structures can be found at www.kent.edu/president/organizational-chart.

---

[1] Correspondence from HLC President Barbara Gellman-Danley (4 February 2015). Retrieved from http://hlcommission.org/download/_ActionLetters/Kent%20State%20University%20AQIP%20Reaffirmation%20Action%20Letter%201-27-15.pdf.

SECTION 4: ACADEMIC LEADERSHIP—PROGRAM

4.1 Organizational structure

Describe the organizational structure of the proposed program. In your response, indicate the unit that the program will be housed within and how that unit fits within the context of the overall institutional structure. Further, describe the reporting hierarchy of the administration, faculty and staff for the proposed program.

Although the proposed Environmental Studies major will be interdisciplinary in nature, administration of the program will be housed within the Department of Geography in the College of Arts and Sciences. The department is led by an academic chair who reports to the dean of the college. The dean, in turn, reports to Kent State University's senior vice president for academic affairs and provost.

The affiliated departments (Geography, Geology, Sociology, Biological Sciences) for the program will each have a liaison who serves on the Environmental Studies Committee and who confers with their own department's curriculum committee regarding any matter of courses offered that are part of the major. Each liaison will then report to the program director for environmental studies, who will coordinate courses offered, program requirements and the advising of students in the program.

Provide the title of the lead administrator for the proposed program and a brief description of the individual's duties and responsibilities. Include this individual's CV/resume as an appendix item.

The title of the lead administrator for the Environmental Studies major will be the program director. The term of directorship shall be four years and can be renewed. The program director will be appointed by the dean of the College of Arts and Sciences in consultation with the members of the Environmental Studies Committee and with the chairs of the four associated departments. The director will be granted release time from teaching load. Since much of the work will occur over the summer, compensation during this period may be provided.

The program director will be responsible for the day-to-day running of the Environmental Studies major, will serve as the primary contact and advisor for students interested in the program or who major in the program, and will guide the development, expansion and marketing of the program as needed. These activities will be done in consultation with an interdisciplinary Environmental Studies Committee.

Professor David H. Kaplan will serve as the inaugural program director. See appendix A for Dr. Kaplan's curriculum vita

Describe any councils, committees or other organizations that support the development and maintenance of the proposed program. In your response, describe the individuals (by position) that comprise these entities, the terms of their appointment and the frequency of their meetings.

The proposed degree program was approved by the Department of Geography faculty, comprising 18 tenured, tenure-track and non-tenure track faculty.

The program was also supported by the faculty in the departments of Sociology, Geology and Biological Sciences. Further approval was obtained from the College of Arts and Sciences Curriculum Committee, which is chaired by the associate college dean for curriculum and includes representatives from each department.

4.2 Program development

Describe how the proposed program aligns with the institution's mission.

The proposed program aligns with Kent State's mission as it will allow students to expand their intellectual horizons through exposure to different aspects of environmental studies and through the achievement of core competencies in the field. The advantage of this degree is that is requires the development of key aspects of scientific knowledge in biology, geology and physical geography; the attainment of some methodological expertise; and a great deal of exposure to social science topics related to the environment. Organizations want to hire individuals, particularly those at the managerial level, who understand environmental challenges and have the tools to act on these challenges as they present themselves in the public and private sector. In addition, the program aligns with the university's mission in that students will be exposed to diverse learning environments (e.g., internships, student organization involvement and education abroad.)

Indicate whether the institution performed a needs assessment/market analysis to determine a need for the program. If so, briefly describe the results of those findings. If completed, submit the full analysis as an appendix item.

Please see Appendix B for a needs assessment.

Indicate whether the institution consulted with advisory groups, business and industry or other experts in the development of the proposed program. If so, briefly describe the involvement of these groups in the development of the program.

The decision to propose this program was reached after extensive consultations with appropriate curricular and administrative bodies in the College of Arts and Sciences (e.g., college dean; Undergraduate Curriculum Committee; and departments of Geology, Geography, Sociology and Biological Sciences).

In addition, several business groups and government agencies were consulted and have written letters of support (see Appendix C).

The Environmental Studies Advisory Committee will be composed of one representative from each of the constituent departments (Geology, Geography, Sociology, Biological Sciences) and will be chaired by the program director. This body will serve as the curricular committee for the Environmental Studies major and will be the most involved with inter-disciplinary course selection and development of those courses under the ENVS subject designator.

Indicate whether the proposed program was developed to align with the standards of a specialized or programmatic accreditation agency. If so, indicate whether the institution plans to pursue programmatic/specialized accreditation for the proposed program and provide a timeline for achieving such accreditation. If the program is already accredited, indicate the date that accreditation was achieved and provide information on the next required review.

Not applicable. This program will not require specialized accreditation.

4.3 Collaboration with other Ohio institutions

Indicate whether any University System of Ohio institution within a 30-mile radius of your institution offers the proposed program. If so, list the institutions that offer the proposed program and provide a rationale for offering an additional program at this site.

The only public institution in Northeast Ohio to offer an Environmental Studies major is Cleveland State University (39 miles from the Kent Campus). Cleveland State's program focuses more on the basic science requirements in biology, geology and geography; whereas the Kent State program will focus more on the social sciences aspect.

Private institutions in the region that offer the program are Hiram College (20 miles) and Case Western Reserve University (36 miles). In addition, Baldwin Wallace University (37 miles) offers a Sustainability major. These private institutes constitute a separate student market than that of Kent State.

Indicate whether the proposed program was developed in collaboration with another institution in Ohio. If so, briefly describe the involvement of each institution in the development of this request and the delivery of the program.

The proposed major was not developed in collaboration with any other institution.

SECTION 5: STUDENT SERVICES

5.1 Admissions policies and procedures

Describe the admissions requirements for the program. In your response, highlight any differences between the admission requirements for the program and for the institution as a whole.

The admissions policies and procedures for this major are the same or similar as for all existing majors in the College of Arts and Sciences:

Admission Requirements at the Kent Campus: The freshman admission policy at the Kent Campus is selective. Admission decisions are based upon the following: overall grade point average, ACT and/or SAT scores, strength of high school college preparatory curriculum and grade trends. The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago. For more information on admissions, visit the admissions website for new freshmen. For more information about admission criteria for **transfer, transitioning and former students**, please visit the admissions website.

Describe the transfer credit policies for the proposed program, including the use of credit transfer review committees and the maximum number of hours that can be transferred into the program. In your response, specifically address the credit that may be transferred according to the Board of Regents' Transfer Assurance Guide (TAG) and Career Technical Credit Transfer (CT^2) initiatives; and other types of transfer credit awarded toward major program requirements (e.g., AP, life experience, CLEP, portfolio).

Kent State's Credit Transfer Office reviews and applies transfer coursework where appropriate as determined by state policies and faculty review. Kent State's residence policy requires that transfer students complete a minimum 30 semester hours (including 9 semester hours of upper-division coursework in the major) at Kent State to be awarded a Kent State bachelor's degree.

The majority of courses in the Kent Core (general education requirements) are approved as Ohio Transfer Module courses. Kent State major courses are aligned with the Transfer Assurance Guide (TAG) and in progress with the Career Technical Assurance Guide (CTAG). Credit earned through military service, Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP) and Kent State's Credit-by-Exam, among others, is awarded for general education requirements and electives.

5.2 Student administrative services

Indicate whether the student administrative services (e.g., admissions, financial aid, registrar) currently available at the institution are adequate to support the program. If new or expanded services will be needed, describe the need and provide a timeline for acquiring/implementing such services.

The student administrative services currently available at Kent State University are adequate to support the Environmental Studies major. No new services are necessary.

5.3 Student academic services

Indicate whether the student academic services (e.g., career services, counseling, tutoring, ADA) currently available at the institution are adequate to support the program. If new or expanded services will be needed, describe the need and provide a timeline for acquiring/implementing such services.

Student academic services currently available at Kent State University are adequate to support the Environmental Studies major. No new services are necessary.

SECTION 6: CURRICULUM

6.1 Introduction

Provide a brief description of the proposed program as it would appear in the institution's catalog.

The Bachelor of Arts degree in Environmental Studies prepares students to integrate concepts and knowledge on environmental issues from across multiple disciplines and to communicate about those in important ways. Basic scientific knowledge about environmental processes is used to inform different social goals. Environmental Studies students will develop a set of key

competencies in earth systems science, environmental social science, human-natural systems and sustainability science to be able to solve specific environmental problems.

6.2 Program goals and objectives

Describe the goals and objectives of the proposed program. In your response, indicate how these are operationalized in the curriculum.

The Environmental Studies major seeks to provide students a broad, comprehensive understanding of the environment and how it relates to human activity, human resource needs and human cognition. The curriculum prepares students to grasp the interconnections between environmental and human systems and how those play out in particular problem areas. Students will be able to articulate how environmental problems are framed and how public attitudes and policies can be harnessed to provide solutions to environmental degradation.

These goals and objectives in the curriculum are integrated into the learning outcomes in the courses Nature and Society (ENVS 22070), Environmental Studies and Sustainability (ENVS 32091) and the Integrative Senior Project (ENVS 42099). The department curriculum committee has the general oversight of the curriculum in the major and reviews syllabi to ensure conformance. Further, these learning outcomes are part of the assessment rubric established to fulfill the requirements of our accrediting agencies. When assessment results fall below established benchmarks, steps are taken that reviews the instructors' coverage of the materials to ensure that students are adequately prepared to learn the expected outcomes.

6.3 Course offerings/descriptions

Complete the following table to indicate the courses that comprise the program. Please list courses in groups by type (e.g., major/core/technical, general education, elective) and indicate if they are new or existing courses.

Course (number/name)	Cr hrs	Major	Gen Ed (Kent Core)	Elec-tive	OTM TAG CTAG	New/ Existing
MAJOR REQUIREMENTS (40 credits)						
BSCI 10110 Biological Diversity *Fulfills Kent Core Basic Sciences and lab*	4	■	■		TAG	Existing
ENVS 22070 Nature and Society *	3	■				Existing
ENVS 32091 Environmental Studies and Sustainability *	2	■				Existing
ENVS 42099 Integrative Senior Project *Fulfills writing intensive course requirement*	2	■				New
GEOL 21062 Environmental Earth Science *fulfills Kent Core Basic Sciences*	3	■	■			Existing
Biological Sciences Elective, choose one: BSCI 30274 Forestry (3) BSCI 30277 Economic Botany (2) BSCI 30360 General Ecology (4) BSCI 40525 Wildlife Resources (3)	2-4	■				Existing
Geology Elective, choose one: GEOL 42065 Watershed Hydrology (3) GEOL 42067 Introductory Hydrogeology (3)	3	■				Existing

Course (number/name)	Cr hrs	Major	Gen Ed (Kent Core)	Elec-tive	OTM TAG CTAG	New/ Existing
Geography Elective, choose one: GEOG 21062 Physical Geography (3) *fulfills Kent Core Basic Sciences* GEOG 41051 Natural Disasters and Society (3) GEOG 41066 Climate Change and Its Impacts (3) GEOG 41073 Conservation of Natural Resources (3) GEOG 41074 Resource Geography (3)	3	■			TAG	Existing
Methods Elective, choose one: GEOG 49070 Geographic Information Science (4) GEOG 49230 Remote Sensing (3) GEOL 42035 Scientific Methods in Geology (3) POL 30310 Public Policy Analysis (3) SOC 32210 Researching Society (3)	3-4	■				Existing
Social Sciences Electives, choose five: ECON 32084 Economics of the Environment (3) GEOG 31070 Population and Environment (3) GEOG 45085 Urban Transportation (3) GEOG 46070 Urban and Regional Planning (3) GEOG 46080 Urban Sustainability (3) PHIL 30025 Environmental Ethics (3) POL 30350 Environmental Conflict Resolution (3) POL 40440 U.S. Environmental Politics and Policies (3) POL 40540 Politics of Development (3) SOC 42560 Sociology of Food (3)	15	■				Existing
KENT CORE (GENERAL EDUCATION / ADDITIONAL REQUIREMENTS (80 credits)						
US 10097 Destination Kent State: First Year Experience	1		■			Existing
Foreign Language	14		■		TAG	Existing
Kent Core Composition	6		■		OTM	Existing
Kent Core Mathematics and Critical Reasoning	3		■		OTM	Existing
Kent Core Humanities and Fine Arts	9		■		OTM	Existing
Kent Core Social Sciences	6		■		OTM	Existing
Kent Core Additional	6		■		OTM	Existing
College General Requirement (Basic Sciences)	3		■		OTM	Existing
College General Requirement (Social Sciences)	3		■		OTM	Existing
General Electives *credits required depends on meeting minimum overall 120 hours and 42 upper-division hours*	29			■		Existing

* Courses now exist under the Geography (GEOG) subject. They will be revised to be under Environmental Studies (ENVS).

Provide number, name and description of each course in the proposed program as it would appear in the course catalog. Submit syllabi for new courses as appendix items.

See Appendix D for syllabus for new course.

BSCI 10110 BIOLOGICAL DIVERSITY
This introductory course examines the biodiversity of life from its origins to present-day prokaryotes and eukaryotes; their behavior, ecology, and reproduction. Three hours lecture and two hours of lab weekly. Students must earn a final grade of at least C in order to meet prerequisites for selected upper-division BSCI courses. Prerequisite: None.

BSCI 30274 FORESTRY
Management of the forest resource within appropriate environmental constraints for sustained use relative to watershed protection, lumber production, recreation and wildlife. Prerequisites: BSCI 10110 and 10120 with minimum C grades.

BSCI 30277 ECONOMIC BOTANY
Biology of plants important to man and their relation to climate and geography. Prerequisites: BSCI 10110 and 10120 with minimum C grades.

BSCI 30360 GENERAL ECOLOGY
Principles of ecology based on field studies of local plant and animal communities. Lecture three hours, lab three hours weekly. Prerequisites: BSCI 10110 and 10120 with minimum C grades.

BSCI 40525 WILDLIFE RESOURCES
(Slashed with BSCI 50525 and BSCI 70525) Ecological parameters are discussed relative to the preservation and management of wild animal populations. Aesthetic, economic and environmental values are discussed. Prerequisites: minimum C grade in BSCI 10110 and BSCI 10120; and 4 credit hours of biology (BSCI) courses.

ENVS 22070 NATURE AND SOCIETY (currently GEOG course)
Provides an introduction to interdisciplinary perspectives in nature-society scholarship, focusing on human dimensions of environmental problem domains such as natural resources, ecosystems, climate, and sustainability. It provides a balance of theory and application to illustrative case studies. Prerequisite: None.

ENVS 32091 ENVIRONMENTAL STUDIES AND SUSTAINABILITY (currently GEOG course)
(Repeatable for credit) Various aspects of environmental studies are explored. Topics will vary. Prerequisite: ENVS 22070.

ENVS 42099 INTEGRATIVE SENIOR PROJECT ***NEW*** See Appendix D
This is the capstone course for the Environmental Studies major. Students will learn about methods of investigation and presentation in the area of environmental studies. The course will culminate in a major research project developed and written by each student. Prerequisites: ENVS 22070 and ENVS 32091.

ECON 32084 - ECONOMICS OF THE ENVIRONMENT
Examines economic theory of environmental and resource economics in a fashion that is understandable by students with varied backgrounds in economics. Emphasis on microeconomic theory and its application to environmental issues. Topics covered include "market failure" and its impact on the environment; cost benefit analysis; and input-output analysis. Designed for those interested in the environment or who may be planning careers in environmental or natural sciences. Prerequisite: ECON 22060.

GEOG 21062 PHYSICAL GEOGRAPHY
Introduction to the study of the spatial characteristics of the Earth's physical environment, including how humans interact with it. Topics include weather and climate, vegetation, soils, ecosystems, landforms and land-formation processes, human impacts on Earth systems and human societal adaptations to the physical environment. Prerequisite: none.

GEOG 31070 POPULATION AND THE ENVIRONMENT
This course examines the interrelations of population growth, resource depletion and the environment from a geographic perspective including the principal themes of space and place. Prerequisite: None.

GEOG 41051 NATURAL DISASTERS AND SOCIETY
Study of natural disasters, the physical causes of the hazards associated with the disasters, their effects on humans and societies, spatial and temporal distributions, and strategies to reduce the occurrences of disasters. Natural disasters include hurricanes, tornadoes, floods, landslides, heat waves, wildfire, blizzards. earthquakes, tsunami, and volcanoes. Mitigation for disasters and responses to disasters are studied across economically developing nations and developed nations. Taught through the analysis of numerous case studies of natural disasters. Prerequisite: none.

GEOG 41066 CLIMATE CHANGE AND ITS IMPACT
(Slashed with GEOG 51066, GEOG 71066) Examination of the evidence and causes of climate change and how these data are assessed. Past, present and future impacts of climate change and variability are discussed along with policy implications. Prerequisite: None.

GEOG 41073 CONSERVATION OF NATURAL RESOURCES
(Slashed with GEOG 51073, GEOG 71073) Evaluation of past and current problems associated with the management of natural resources and the environments associated with their utilization. Prerequisite: None.

GEOG 41074 RESOURCE GEOGRAPHY
Culture-technology and distance in relation to resource adequacy and management concepts for societal decisions about common property and situations with external economies. Prerequisite: Junior standing.

GEOG 45085 URBAN TRANSPORTATION
(Slashed with GEOG 55085, GEOG 75085) Spatial analysis of urban transportation, travel behavior, modes. Trip generation and distribution models, transportation planning, urban transportation problems. Prerequisite: none.

GEOG 46070 URBAN AND REGIONAL PLANNING
(Slashed with GEOG 56070, GEOG 76070) Analysis of geographical aspects of planning for cities and regions. Prerequisite: none.

GEOG 46080 URBAN SUSTAINABILITY
(Slashed with GEOG 56080, GEOG 76080) Provides an introduction to interdisciplinary perspectives on urban sustainability, focusing on environmental challenges caused by urbanization and the innovative ways urban dwellers seek to address those challenges. It provides background on relevant disciplinary perspectives and their application to environmental challenge domains. Prerequisite: None.

GEOG 49070 GEOGRAPHIC INFORMATION SCIENCE
(Slashed with GEOG 59070, GEOG 79070) Introduction to theories and methods for geographic data processing, including data capture and input data storage and management and data analysis and displays. Emphasis is on laboratory exercises using GIS software packages for real world applications. Non-geographers should contact the Department of Geography to discuss the course prerequisites. Prerequisite: GEOG 29160.

GEOG 49230 REMOTE SENSING
(Cross-listed with GEOL 42030; slashed with GEOG 59230, GEOG 79230, GEOL 52030, GEOL 72030) Computer analysis of multispectral satellite datasets. Applications in Terrestrial Earth Science are emphasized. Prerequisite: none.

GEOL 42035 SCIENTIFIC METHODS IN GEOLOGY
(Slashed with GEOL 52035) Applying scientific methods to geologic data in the field and lab; models and sampling procedures. Collecting and analyzing data. Formulating and testing hypostheses. Provides background necessary for upper-level geology courses for majors. Lecture two hours, lab two hours weekly. Prerequisite: none.

GEOL 42065 WATERSHED HYDROLOGY
(Slashed with GEOL 52065) Study of water movement, storage, and transformation across landscapes. Prerequisite: Junior standing.

GEOL 42067 INTRODUCTORY HYDROGEOLOGY
(Slashed with GEOL 52067) Occurrence of ground water in geologic materials; emphasizing utilization, conservation and management of ground water resources. Prerequisite: Junior standing.

PHIL 30025 ENVIRONMENTAL ETHICS
A philosophical examination of ethical issues in environmental studies, including topics such as: animal ethics and the sources of our food; the value of nature and environmental aesthetics; sustainability and biodiversity; ecofeminism, social justice and radical ecology; and the human response to climate change. The course is designed to complement fields of study such as geography, environmental studies and biology. Prerequisite: None.

POL 30310 PUBLIC POLICY ANALYSIS
Introduces students to the political and economic tools used to analyze public policies and discusses the political elements influencing that analysis. Essentially, the goal is to ensure that students understand the basic economic principles used to evaluate different public policy proposals while questioning the assumptions underlying those economic assumptions. Prerequisite: None.

POL 30350 ENVIRONMENTAL CONFLICT RESOLUTION
Examines alternative dispute resolution principles applicable to complex, multi-party public sector disputes, especially environmental and land use disputes. Students learn about deliberative democracy, a variety of circle processes, consensus decision-making, collaborative problem-solving, digital dialogue processes, and town hall meeting structures among others. Case studies of environmental conflicts and multi-party mediation simulations are used. Prerequisite: none.

POL 40440 U.S. ENVIRONMENTAL POLITICS AND POLICIES
This is a course in United States environmental politics and policies. It deals with topics such as the history of the U.S. environmental movement, public opinion and environmental issues, environmental racism and classism, and environmental policy making and implementation. Prerequisites: POL 10100 or POL 10300.

POL 40540 POLITICS OF DEVELOPMENT
Examines practice, record and theories of political development for less developed, developing and developed political systems. Includes extensive analysis of issues, problems through case studies. Prerequisite: POL 10004 or POL 10500.

SOC 32210 RESEARCHING SOCIETY
Survey of methods and techniques of research; research design and data gathering instruments; qualitative and quantitative analysis. Prerequisite: SOC 12050 and junior standing.

SOC 42560 SOCIOLOGY OF FOOD
(Cross-listed with SOC 52560) Food is essential, but like every other aspect of our lives the meaning of food and the experience of its preparation and consumption are socially determined. In this course we'll explore the social dimensions of food consumption and production. We will consider the following questions and answer them by developing an understanding of sociological concepts and theories: What do our meals reveal about us – about our history, culture, our gender and race and ethnicity, socio-economic status, religious beliefs, and our family life? How does food consumption differ in different societies? How do the media and corporations influence our food choices? What does food mean symbolize and in what ways are these meanings manipulated and why? How is food production carried out in different contexts and what can we learn about the social organization of work from studying food production? How does what we eat contribute to local and global environmental problems? Prerequisite: SOC 12050.

6.4 Program sequence

First Year

Fall	Hours	Spring	Hours
ENVS 22070 Nature and Society	3	BSCI 10110 Biological Diversity	4
US 10097 Destination Kent State: First Year Experience	1	GEOL 21062 Environmental Earth Science	3
Kent Core Requirement	3	Kent Core Requirement	3
Kent Core Requirement	3	Kent Core Requirement	3
Kent Core Requirement	3	Kent Core Requirement	3
	13		**16**

Second Year

Fall	Hours	Spring	Hours
Geography Elective	3	Biological Sciences Elective	2
Social Sciences Elective	3	Methods Elective	3
Foreign Language	4	Foreign Language	4
College General Requirement	3	Kent Core Requirement	3
Kent Core Requirement	3	General Elective	4
	16		**16**

Third Year

Fall	Hours	Spring	Hours
Geology Elective	3	ENVS 32091 Environmental Studies and Sustainability	2
Social Sciences Elective	3	Social Sciences Elective	3
Foreign Language	3	Foreign Language	3
Kent Core Requirement	3	Kent Core Requirement	3
College General Requirement	3	General Elective	3
	15		**14**

Fourth Year

Fall	Hours	Spring	Hours
Social Sciences Elective	3	ENVS 42099 Integrative Senior Project	2
General Electives	6	Social Sciences Elective	3
General Electives	6	General Electives	10
	15		**15**

Total Hours: 120

6.5 Alternative delivery options (please check all that apply):

The proposed major will not be offered online or with an accelerated delivery model.

6.6 Off-site program components (please check all that apply):

☐ Co-op/Internship/Externship ☐ Student Teaching ☒ Other
☐ Field Placement ☐ Clinical Practicum

If one or more of the items is checked, please provide a <u>brief</u> description of the off-site component(s).

As part of the requirements for any baccalaureate at Kent State, all students must satisfy an experiential learning requirement, which may be fulfilled through by a course, a component of a course or a non-credit paid or unpaid experience on or off campus. An experiential learning activity may fall into one or more of the following categories: research, civic engagement, study away/abroad, practical experiences or creative/artistic activities.

SECTION 7: ASSESSMENT AND EVALUATION

7.1 Program assessment

Describe the policies and procedures in place to assess and evaluate the proposed program. In your response, include the following: name of the unit/position responsible for directing assessment efforts; description of any committees or groups that assist the unit; description of the measurements used; frequency of data collection; frequency of data sharing; and how the results are used to inform the institution and the program.

The Environmental Studies major will be assessed and evaluated through the university's program assessment process, which is used for other undergraduate programs in the college. Student outcomes are examined in the capstone course (ENVS 42099), using the metrics developed for this process. The Department of Geography is responsible for directing assessment efforts for the proposed Environmental Studies major. The Environmental Studies Advisory Committee, as well as the college associate dean and college's Undergraduate Curriculum Committee, will assist in this effort.

Various outcomes such as writing and communication effectiveness, knowledge of environmental processes and core competencies in environmental studies will be used to assess the goals and objectives listed in Section 6.2. Some of the data on these metrics will be collected every other spring and fall semesters of alternate years to measure how well students are performing in comparison with expected outcomes.

Data from the program assessment will be shared with all faculty members teaching the particular subject area immediately after it is collected so that corrective action can be taken in time for the next assessment period. Data will be shared with the college-wide Curriculum Committee during the yearly reporting cycle.

Results from the program assessment will be benchmarked against established metrics for that purpose. While results below established metrics provide opportunity for improvements in the course syllabi, coverage and delivery methods, those that are continuously above the metrics could provide opportunities for revising the metrics and benchmarks.

7.2 Measuring student success

Describe the policies and procedures in place to measure individual student success in the proposed program. In your response, include the following: name of the unit/position responsible for directing these efforts; description of any committees or groups that assist the unit; description of the measurements used; frequency of data collection; frequency of data sharing; how the results are used to inform the student as they progress through the program; and initiatives used to track student success after program completion.

Student outcomes are examined in the capstone course (ENVS 42099) using the metrics developed for this process. The Department of Geography is responsible for directing assessment efforts for the proposed Environmental Studies major. The Environmental Studies Advisory Committee, as well as the assistant college dean and college's Undergraduate Curriculum Committee, will assist in this effort.

Various outcomes such as writing and communication effectiveness, knowledge of environmental processes, and core competencies in environmental studies will be used to assess the goals and objectives listed in Section 6.2. Some of the data on these metrics will be collected every other spring and fall semesters of alternate years to measure how well students are performing in comparison with expected outcomes.

Data from the program assessment will be shared with all faculty members teaching the particular subject area immediately after it is collected so that corrective action can be taken in time for the next assessment period. Data will be shared with the college-wide Curriculum Committee during the yearly reporting cycle.

Results from the program assessment will be benchmarked against established metrics for that purpose. While results below established metrics provide opportunity for improvements in the course syllabi, coverage and delivery methods, those that are continuously above the metrics could provide opportunities for revising the metrics and benchmarks.

SECTION 8: FACULTY

8.1 Faculty appointment policies

Describe the faculty designations available (e.g., professor, associate professor, adjunct, instructor, clinical) for the proposed program's faculty. In your response, define/describe the differences between the designations.

Kent State University uses three faculty tracks: "tenure track," "non-tenure track" and "adjunct" to deliver instruction to its programs. Tenure-track and non-tenure-track faculty are full-time employees of the university, while adjunct faculty are part time and are employed as needed. Further, tenure-track faculty must have earned a terminal degree in their discipline (e.g., PhD). While a terminal degree is not required for non-tenure track and adjunct faculty members, it is preferred because it may allow them to teach at any academic level (undergraduate and graduate), especially if they also meet an accrediting agency's standards for teaching at those levels.

Finally, ranks within each faculty track vary. At initial hire, tenure-track faculty members hold the rank of assistant professor; through teaching and research accomplishments the faculty member may be promoted to associate professor and, eventually, full professor. Conversely, non-tenure-track faculty members hold the ranks of lecturer, associate lecturer and senior lecturer. However, if they have earned a terminal degree, they are hired as assistant professor and advance through the ranks as do tenure-track faculty members.

Describe the credentialing requirements for faculty who will be teaching in the program (e.g., degree requirements, special certifications or licenses, experience).

Credentialing requirements for faculty who will be teaching in the program are the same as those for College of Arts and Science's existing degree programs. These faculty members are already teaching the courses required for existing majors within the college. At a minimum, the faculty members teaching in the program will have a master's level degree.

Describe the institution's load/overload policy for faculty teaching in the proposed program.

The load policy for faculty teaching in the proposed program is the same for those teaching in other programs at the university. According to Kent State University policies, a full-time tenure-track faculty member is to be given 24 credit hours, while non-tenure track faculty members shall be given 30 credit hours of workload every academic year, including equivalences for research, administration and other activities. Any load beyond these is to be compensated as overtime/overload.

Indicate whether the institution will need to identify additional faculty to begin the proposed program. If additional faculty members are needed, describe the appointment process and provide a timeline for hiring such individuals.

Since the curriculum of the Environmental Studies major will comprise existing courses regularly offered in other college and university programs, current faculty resources are sufficient to begin the program.

8.2 Program faculty

Provide number of existing faculty members available to teach in proposed program.*

Full-time: 5 Less than full-time: 0

Provide an estimate of the number of faculty members to be added during the first two years of program operation.*

Full-time: 0 Less than full-time: 0

* Teaching courses designated with the ENVS course subject.

8.3 Expectations for professional development/scholarship

Describe the institution's general expectations for professional development/ scholarship activities by the proposed program's faculty. In your response, describe any differences in the expectations for tenure-track vs. non tenure-track faculty and for full-time vs. part-time faculty. Indicate the financial support provided for such activities. Include a faculty handbook outlining the expectations and documenting support as an appendix item.

To be current in their respective fields, all faculty in the College of Arts and Sciences are expected to engage in scholarship activities such as publishing refereed journal articles and proceedings; authoring, editing and contributing to book chapters and books; grant writing, consulting; attending academic and teaching seminars; and making professional presentations. Each faculty member is required to have engaged in these activities substantially within the most recent five-year period. Full time faculty members are given workload equivalencies and a budget amount every academic year that allows them to engage in these activities.

Expectations for engagement in these activities are different depending on the faculty member's designation and the level of our program in which she/he teaches. For more detail on these expectations please see the College of Arts and Sciences Faculty Handbook attached as Appendix E.

8.4 Faculty matrix

Complete a faculty matrix for the proposed program. A faculty member must be identified for each course that is a required component of the curriculum. 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 listed on next page will teach the Environmental Studies (ENVS) courses. The remaining curriculum comprise existing, required courses in other degree programs (e.g., biology, geography, geology, sociology, political science) and are offered and taught by faculty in the respective departments. See Appendix F for each faculty member's curriculum vita.

* Number of courses taught by the faculty member each year at all campuses

Name of instructor	Rank or title	Full / part	Degree, discipline, institution, year	Years teach	Additional expertise	Course faculty will teach	Load *
V. Kelly Turner	Assistant Professor	FT	PhD, Geography, Arizona State University 2013	3	Sustainable urbanism	ENVS 22070 Nature and Society; ENVS 32091 Environmental Studies and Sustainability	4
Christopher Blackwood	Associate Professor	FT	PhD, Soil Microbial Ecology, Michigan State University, 2001	10	Population ecology, ecosystems	ENVS 32091 Environmental Studies and Sustainability	4
Joseph Ortiz	Professor	FT	PhD, Oceanography, Oregon State University, 1995	21	Water quality, remote sensing, paleoclimate, sedimentary geology	ENVS 32091 Environmental Studies and Sustainability	4
David H. Kaplan	Professor	FT	PhD, Geography, University of Wisconsin, 1991	25	Sustainable urbanism and transportation	ENVS 42099 Integrative Senior Project	4
Susan Roxburgh	Professor	FT	PhD, Sociology, University of Toronto, 1994	22	Sociology of food	ENVS 42099 Integrative Senior Project	4

SECTION 9: LIBRARY RESOURCES AND INFORMATION LITERACY

9.1 Library resources

Describe the involvement of a professional librarian in the planning for the program (e.g., determining adequacy of current resources, working with faculty to determine the need for additional resources, setting the budget for additional library resources/services needed for the program).

The library liaison for the department will provide information literacy in the form of in-class instruction sessions, personal one-on-one student sessions, workshops and other forms as needed. The liaison will also be responsible for collection development; ensuring resources are up-to-date and meet the current standards for the field. To achieve this, the liaison will work closely with the faculty to make sure that each of their classes has the appropriate resources to assist their students with research. The library budget for this program will come from each of the constituent departments. A similar formula is used with Kent State's interdisciplinary Digital Sciences major. In the future, a separate fund for this program may be created depending on the resources required.

Describe the library resources in place to support the proposed program (e.g., print, digital, collections, consortia, memberships).

The following library resources are already in place for the proposed Environmental Studies major:

Monographs. Most monographs in the disciplines related to environmental studies are automatically acquired through an approval plan with YBP Library Services. Acquisition profiles are developed for each of the primary academic fields related to departments in the College of Arts and Sciences. The profiles are reviewed and modified as needed, annually. In addition, the annual firm order acquisition budget for the each department allows for the purchase of additional materials selected by the librarian or requested by College of Arts and Sciences faculty.

Journals. Journals are available in both print and electronic formats, with an increasing emphasis on electronic access as many database vendors increase their full-text content and linking capabilities. Where a specific journal is not available in the Collection, users are encouraged to request a copy of the necessary material through the interlibrary loan program. The Article E-Delivery Service is excellent is promoted to students in library orientations.

Electronic Resources. Students and faculty in the College of Arts and Sciences rely heavily on journals, major reference works and databases to conduct research and complete assignments. However, it is important to note that research and study in the field of environmental studies is an interdisciplinary process. Students and faculty in the college benefit from additional library collection development in the areas of biology, geology, geography, political science, environmental science, environmental studies, sustainability studies, public administration, as well as government documents. Most of the online databases are made available to users, both on and off-campus, through University Library subscriptions and OHIOLink, a state-wide initiative to provide access to electronic resources.

Databases. In addition to the many monographs on this subject, Kent State students have access to databases GeoBase, GeoRef, Inspec and Environment Complete. The Web of Science Core Collection will also be of great assistance to this major. In addition, Kent State offers Academic Search Complete and the Discovery@Kent State search engine, which searches more than 150 databases, as well as KentLink and OhioLink, with one query.

9.2 Information literacy

Describe the institution's intent to incorporate library orientation and/or information literacy into the proposed program. In your response, describe any initiatives (e.g., seminars, workshops, orientations) that the institution uses or intends to use for faculty and students in the program.

The following paragraph doesn't answer the directive.

The Kent Campus main library is open seven days a week. During the fall and spring semesters the library is open 24/5 for the entire semester. To guide students and faculty in the extensive collections, reference librarians are available five days a week, and reference graduate assistants are available on the weekends.

There are several services points in the main library to assist students and faculty. The reference desk, staffed during the day and evening hours, provides assistance in: (a) locating materials and (b) acquiring materials if Kent State does not own them. In addition to in-person assistance, the reference department provides email, instant messaging and telephone reference services. If the research needs of students or faculty require the subject expertise of a particular librarian, requests will be accommodated. Appointments can be scheduled with the librarian, either during office hours or through an appointment set up at the faculty or student's convenience.

Course-integrated instruction on library resources may be requested by faculty for any of their classes. The librarians tie this instruction to specific assignments or knowledge requirements for the class. In addition to course-based instruction, Kent State University Libraries, on all campuses, offer a number of independent learning sessions for students and faculty in the form of web-based instruction.

SECTION 10: BUDGET, RESOURCES and FACILITIES

10.1 Resources and facilities

Describe additional resources (e.g., classrooms, laboratories, technology, etc.) that will be needed to support the proposed program and provide a timeline for acquiring/implementing such resources.

Few additional resources will be needed to support the proposed program as the faculty and curriculum for the Environmental Studies major are already in place. The courses in the proposed major are delivered for other majors currently offered by the College of Arts and Sciences.

Some small expenses related to the administration of what is expected to be a robust program will include the expenses of a graduate assistant to help with advising, coordination of class schedules across departments, marketing and other items that facilitate student success. There will also be some expenses for administrative summer salary and release time for the program director.

10.2 Budget/financial planning

Fiscal Impact Statement for New Degree Programs

	Year 1	Year 2	Year 3	Year 4
I. Projected Enrollment				
Headcount full time	22	44	66	88
Headcount part time	3	6	9	12
Full-time equivalent (FTE) enrollment	25	50	75	100
II. Projected Program Income				
Tuition (paid by student or sponsor)	$250,000	$500,000	$750,000	$1,000,000
Expected state subsidy	$62,500	$125,000	$187,500	$250,000
Externally funded stipends, as applicable				
Other income (describe in narrative section below)				
Total Projected Program Income	**$312,500**	**$625,000**	**$937,500**	**$1,250,000**
III. Program Expenses				
New personnel				
Instruction				
Full time: 0				
Part time: 0				
Non-instruction				
Full time: 0				
Part time: 0.5 time graduate assistant	$23,000	$23,000	$23,000	$23,000
New facilities/building/space renovation				
Scholarship/stipend support				
Additional library resources				

Additional technology or equipment needs				
Other expenses (⅛ annual cost for program director)	$25,000	$25,000	$25,000	$25,000
Total Projected Expense	**$48,000**	**$48,000**	**$48,000**	**$48,000**

Budget Narrative:

Historically, environmental studies programs gain more majors as students become aware of the field. Therefore, the university expects to see a net increase of at least 25 new students each year. The program income is based on the tuition cost per student ($10,000) and the state subsidy per student ($2,500). The program expenses are based on the cost of a graduate assistant at the master's level in the Department of Geography and one-eighth the annual cost for the program director, in addition to the cost for one month of summer compensation.

APPENDICES

Appendix	Description
A	Curriculum vitae for Environmental Studies program director
B	Program's needs assessment/market analysis
C	Letters of support
D	Syllabus for new course ENVS 42099 Integrative Senior Project
E	College of Arts and Sciences Faculty Handbook
F	Curricula vitae for faculty teaching ENVS courses

Kent State University is committed to continual support of the delivery of the Bachelor of Arts in Environmental Studies. If Kent State decides in the future to close the program, the university will provide the necessary resources and means for matriculated students in the program to complete their degree.

Kent State University verifies that the information in the application is truthful and accurate.

Respectfully,

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

Faculty Senate Executive Committee
Minutes of the Meeting
July 6, 2016

Present: Deb Smith (Chair), Kathy Wilson (Vice Chair), Kathy Kerns (Secretary), Tracy Laux (At-large), Lisa Douvikas (Office Secretary)

Absent: Chris Fenk (Appointed), Theresa Walton-Fisette (Appointed)

1. Call to order

   Chair Smith called the meeting to order at 3:06PM in the Faculty Senate Conference Room.

2. Review and Approval of Minutes for May 9 Faculty Senate Meeting

   Members of the executive committee reviewed a draft of the minutes for the May 9, 2016 Faculty Senate meeting that had been prepared by outgoing Secretary Paul Farrell. Several revisions were suggested. A motion was made to approve the minutes (Wilson/Kerns). The revised minutes were unanimously approved.

3. Review of Minutes for May 18 Faculty Senate Executive Committee Meeting

   Committee members reviewed the revised minutes from the May 18, 2016 Faculty Senate Executive Committee Meeting. Chair Smith will seek approval of the minutes through an electronic vote so that more of those in attendance at the May 18 meeting can vote on the approval of the minutes.

4. Review and Approval of Minutes for June 20 Faculty Senate Executive Committee Meeting

   Committee members suggested some corrections to the minutes from the June 20, 2016 Faculty Senate Executive Committee meeting. A motion was made to approve the revised minutes (Kerns/Wilson). The motion was unanimously approved.

5. Nomination from Faculty Senate for the Ohio Faculty Council

   Chair Smith indicated that Lee Fox has agreed to be the Faculty Senate representative to the Ohio Faculty Council. The full Faculty Senate will vote on the appointment at the July meeting.

6. Faculty Senate Budget Matters

Chair Smith provided an update on the Faculty Senate budget for the 15-16 fiscal year. It appears that Faculty Senate will likely end the fiscal year with a surplus of about $8000. Chair Smith also provided an update on the issuance and approval process for the "P-Card" which Faculty Senate uses for purchases. Finally, Chair Smith indicated that a new copier for the Faculty Senate office has been chosen, and a request to purchase it has been submitted to the Provost's Office.

7. Update on SSI Changes Approved by Faculty Senate

Chair Smith announced that she had contacted David Dees to find out whether the changes to SSIs approved by Faculty Senate at the May meeting had been implemented. Davis Dees indicated that the changes have been sent to IT.

8. Agenda for July 18 Faculty Senate Meeting

The executive committee discussed items for the July 18, 2016 Faculty Senate meeting. A motion was made to approve the agenda (Laux/Wilson). The motion was unanimously approved.

9. Faculty Senate Executive Committee Dinner with the President

Chair Smith announced that she proposed the date of Wednesday, August 31 for dinner with the President. She is awaiting confirmation of the date.

10. Faculty Senate Fall 2016 Retreat

Tracy Laux reported that the Fall Faculty Senate retreat will be held on October 28, 2016. He will check if we can book the event again at the Kent State Hotel.

11. Part-time Faculty Representation on Faculty Senate

Chair Smith reported on a meeting she had with representatives of the part-time faculty to discuss the possibility of Faculty Senate representation for part-time faculty members. The idea of allowing part-time faculty members as observers at Faculty Senate will be discussed at a future Faculty Senate meeting.

12. Adjournment

The committee adjourned at 6:51 PM.

Respectfully submitted by Kathryn Kerns
Secretary, Faculty Senate

Faculty Senate Executive Committee
Minutes of the Meeting
July 27, 2016

Present: Deb Smith (Chair), Kathy Wilson (Vice Chair), Kathy Kerns (Secretary), Tracy Laux (At-large), Theresa Walton-Fisette (Appointed), Chris Fenk (Appointed), Lisa Douvikas (Office Secretary)

Guests: President Beverly Warren

1. Call to order

Chair Smith called the meeting to order at 3:07PM in the Urban Conference Room.

2. Review and Approval of Minutes for July 6 Faculty Senate Executive Committee Meeting

Members of the executive committee reviewed a draft of the minutes for the July 6, 2016 Faculty Senate Executive Committee meeting. A motion was made to approve the minutes (Wilson/Walton-Fisette). The minutes were approved.

3. Updates from Chair Deb Smith

a) Chair Smith provided updates on personnel matters.
b) She also announced Faculty Senate's request for a new copier was approved.
c) Chair Smith announced that 2 senators, David Dees and Ann Morrison, are leaving Faculty Senate. Alternates who will be joining Faculty Senate in their place are Vanessa Earp and Richard Mangrum.
d) Chair Smith met with Mike Pfahl and Karen Keenan to look over the revised and Charter and Bylaws approved by the Faculty Senate. They made a few minor "housekeeping" changes.

4. Discussion of Charge to Professional Standards Committee

Chair Smith asked for discussion of items that might be proposed for examination by the Professional Standards Committee (PSC) this academic year. Last academic year the committee presented drafts of a revision to the office hours policy and a new policy on

conflicts of interest/personal relationships to Senate. There was consensus that the PSC should be charged with revising both drafts in light of the feedback received from Senators. Chair Smith suggested that it would be wise for the PSC to seek administrative input on the conflict of interest/personal relationships policy before revising the draft. A policy on Spousal hires was mentioned as another policy to consider. It was noted that there is currently no NTT faculty member on the committee. There was discussion that it may be advantageous to appoint an ad hoc NTT faculty member especially when the committee charge includes teaching.

5. Discussion of Agenda for Meeting with President

The executive committee identified items they wanted to discuss when the President joins the meeting.

6. Executive Session requirements

At the July Senate meeting a Senator had asked about whether the Board of Trustees practices for executive session align with requirements of Ohio's open meeting law. The Executive Committee members reviewed the law, and decided to ask President Warren to clarify Board procedures.

President Warren joined the meeting at 4:02PM.

7. Part-time Faculty List

As a follow up to the July Senate meeting, Chair Smith asked whether a list of part-time faculty could be generated. President Warren indicated this could be done, and it was agreed that the census date in Fall and 10th day of registration Spring semester would be good dates to use for generating the lists. There was also discussion of the merits of and process for adding part-time Faculty Senator positions.

8. President's Goal of Increasing TT Faculty

The executive committee asked the President about the process for implementing her plan to increase the number of TT faculty. President Warren discussed her goals, the role of Deans in identifying targets for hire, and budgetary considerations. Some new hires will be done in connection with the new research initiatives (e.g., Brain Heath). The President also noted that there will be changes in how funds are allocated for some university wide programs (e.g., research office, scholarships) in connection with efforts to revise RCM and create greater transparency.

9. Attendance of Administrators at Faculty Senate

President Warren asked for feedback regarding which members of her cabinet should be encouraged to regularly attend Faculty Senate. Chair Smith expressed her opinion that all ex officio members of Faculty Senate should be expected to attend meetings. It was

agreed that attending the first portion of the meeting may be most valuable, although individuals could also be asked to stay longer for agenda items in their area.

10. Executive Session Procedures

President Warren described procedures the Board of Trustees follow for executive session, and noted that no votes are held during executive session.

11. Future Items for Faculty Senate

Chair Smith invited President Warren to suggest items she would like Faculty Senate to consider in the coming year.

12. Searches for Academic Officers

There was discussion of the process for searching for Academic Officers, specifically the role and format of evaluations provided by the Faculty Senate Committee on Academic Officers.

13. Faculty Senate Executive Committee Dinner with President

President Warren confirmed the dinner will be on August 31.

President Warren left the meeting.

14. Faculty Senate Fall Retreat

Tracy Laux announced the Faculty Senate Fall retreat has been scheduled for October 28th from noon to 2PM. Location and retreat topics are not yet set.

15. Adjournment

The committee adjourned at 5:05PM.

Respectfully submitted by Kathryn Kerns
Secretary, Faculty Senate

Faculty Senate Executive Committee
Minutes of the Meeting
August 17, 2016

Present: Deb Smith (Chair), Kathy Wilson (Vice Chair), Kathy Kerns (Secretary), Tracy Laux (At-large), Theresa Walton-Fisette (Appointed), Chris Fenk (Appointed), Lisa Douvikas (Office Secretary)

Guests: Todd Diacon (Provost), Doug Delahanty (Associate Vice President), Doug Kubinksi (Associate Counsel)

1. Call to order

Chair Smith called the meeting to order at 3:07PM in the Faculty Senate Office.

2. Review and Approval of Meeting Minutes

a) Members of the executive committee reviewed a draft of the minutes for the July 18, 2016 Faculty Senate meeting. A motion was made to approve the minutes (Wilson/Walton-Fisette). The minutes were approved.
b) Members of the executive committee reviewed a draft of the minutes for the July 27, 2016 Faculty Senate Executive Committee meeting. A motion was made to approve the minutes (Kerns/Wilson). The minutes were approved.

3. Chair of SSI Review Committee

Chair Smith announced there is a new interim director of the Center for Teaching and Learning, Jennifer Marcinkiewicz. A motion was made to approve the new interim director as chair of the SSI review subcommittee (Kerns/Wilson). The motion was approved.

4. Updates

a) Chair Smith indicated she had reviewed the policy on the role of Faculty Senate in determining the membership of the Committee on Administrative Officers (COA). The policy states that the membership of the COA and the Provost collaborate in appointing members of Dean search committees.

b) Chair Smith noted that the Student Media Policy Committee has been merged with another committee in Journalism and Mass Communication. Although Faculty Senate had appointed 3 faculty members to the old committee, only 2 have been requested for the newly merged committee.
c) Vice Chair Wilson indicated that she will be conducting a survey of Faculty Senate members in the Spring to identify members who might want to serve as an appointed Faculty Senate representative to a committee. She will also be emphasizing getting reports from committee chairs where a report to Faculty Senate is part of the committee charge.

5. Discussion of Agenda for Meeting with Provost

Chair Smith announced that the Provost would be bringing other administrators to the meeting. The committee identified items they wanted to discuss with the Provost.

Associate Vice President Delahanty, Associate Counsel Kubinski, and Provost Diacon joined the meeting.

6. RASP Policies

Associate Vice President Delahanty and Associate Counsel Kubinski presented a draft of a policy for research (new Chapter 10 in the policy register). The intent is to take information on research policies from other sections of the register and put them in their own section to make them easier to find. It was noted that there is a need for clarity regarding research policies (e.g., approval of hiring of personnel and amounts to be paid). Associate Vice President Delahanty was asked about what changes in programs were happening at RASP in light of the increased funds allocated to URC and UTC in the last faculty contract. He indicated he was not aware of any changes

Associate Vice President Delahanty and Associate Counsel Kubinski left the meeting.

7. Study Abroad Policy

Provost Diacon presented some proposed changes to the study abroad policy that pertain to the preparation and responsibilities of faculty who are leading study abroad classes. Members of the executive committee suggested some changes to the policy.

8. Future Items for Faculty Senate

Chair Smith updated the Provost on some items Faculty Senate would be considering in the coming year and invited the Provost to suggest topics he would like Faculty Senate to consider.

9. Updates on Changes this Fall

Chair Smith noted that the changes to SSI approved last Spring by Faculty Senate would be implemented for Fall 2016 classes. With the implementation of the university handbook units will need to submit revised department handbooks by December.

10. Ohio Division on Higher Education

Provost Diacon indicated that the performance model for funding higher education will be reviewed this Fall. KSU will be participating in those conversations.

11. Drug Testing Policy

A proposed Drug Testing Policy for the aeronautics program was reviewed. The draft is very preliminary and executive members will provide feedback on a revised version.

Provost Diacon left the meeting

12. Faculty Senate Fall Retreat

Tracy Laux announced that Nathan Ritchey, Vice President for Regional Campus Systems Integration, will attend the retreat.

13. Adjournment

The committee adjourned at 5:28PM.

Respectfully submitted by Kathryn Kerns
Secretary, Faculty Senate