KENT STATE
U N I V E R S I T Y
T U S C A R A W A S

Tuscarawas Campus Faculty Council Meeting Minutes

October 2, 2019 at 8:00 a.m.

A208 Founders Hall

Voting Members Present: Lisa Brindley, Kathy Davis-Patterson, Ashley Galati, David Graff, Adrian Jones, Scott Keiller, Hongshan Li, Ginger Bihn-Coss, Todd Hartline, Chitra Rajagopal, and Mariann Harding

Voting Members Absent: Jean Engohang-Ndong

Non-Voting Attendees: Kingsly Berlin, Lori Bears, and John Baker

Administrators Present: Brad Bielski, Stephen Minnick

I. **Call to Order:** Davis-Patterson called the meeting to order at 8:02 am.

II. **Secretary/Treasurer Report:** Since the last meeting (i.e., September 4th), there were 15 deposits totaling $300 and 2 withdrawals totaling $100 which brings the current balance to $1,234.71. Jones is accepting Flower Fund money for the 2019-2020 year, $20 is asked per faculty/admin and can be paid in cash or check (made out to the Tuscarawas County University Foundation) to the Treasurer (Jones). September 4th minutes were approved.

III. **Standing Committee and Faculty Reports**
   a. **Academic Affairs** – The committee met September 24th, and the report is attached. Discussion about 4 pending proposals regarding changes to the Medical Billing Certificate, the Office

Software Applications Certificate, the Office Technology minor, and the BS in GAD is under New Business. Proposals for new programs or program changes need to go through Academic Affairs before Faculty Council.

b. **Academic Learning Commons** – Report attached. The ALC is hosting student workshops on APA, MLA, and plagiarism later this month. Also, faculty have access to $500 in funding for library resources (e.g., books, video).

c. **Community Engagement** – Report attached.

d. **Electronic Communications** – No report.

e. **Faculty Affairs** – The committee met on September 25th and discussed 4 charges. The committee is drafting a revised Supplemental Travel form with the goal of reducing potential issues stemming from multiple requests. Faculty Affairs is looking for more clarification and input from Faculty Council or faculty at large. Discussion ensued about record keeping, and it was noted that the vice chair keeps the records pertaining to supplemental travel funding and request amounts will continue to be stated on the meeting minutes. The committee is also developing a speaker's bureau and will finalize a list of available speakers after verifying information from last year's survey. Faculty Affairs would like to publish the list on Faculty Council's website.

f. **Student Affairs** – No report. Revised applications for the student research colloquium, student travel funding, and student conference funding are attached.

g. **Faculty Senate** – No report.

h. **RCFAC** – The committee met on September 26th . New officers were selected in May; the new president is Sue Womsly and vice chair is Lucas Anglehart and the secretary position is rotating. RCFAC discussed updating the RTP sections in current handbooks and suggested that handbooks should address weighting of requirements in terms of

expectations for "excellence," "poor," etc. Tuscarawas and Stark campus' mentoring programs were recognized, and it was noted that more support is needed for mid-level career faculty. A regional campus retreat was also suggested. Student enrollment and student engagement were discussed. It was suggested that diversity committees work to coordinate initiatives across regional campuses. The grievance chair of AAUP will be at the next RCFAC meeting to talk about the process.

IV. **Dean Bielski Administrative Report:** There was an incident on Campus September 29th; a compressor belt in Founders Hall's mechanical room malfunctioned. The fire department came to assist, and safety protocol will be reviewed. Kent Campus is under a budget freeze, but it does not apply to regional campuses. Yet, searches on regional campuses will undergo analyses to make sure positions are necessary. There were some changes regarding policy concerning scheduling Kent campus events. Kent will require approval for all Kent campus events and will no longer charge for security for events on campus (this does not apply to regional campuses). Dean Bielski thanked everyone for participating in last month's contract signing events, and Kent State University and our campus officially signed another 10-year contract. For the next academic year, the regional campuses will utilize the same budgeting procedures as in the past. Regional campus deans are looking into faculty travel funding, which varies some from campus to campus. Dean Bielski is advocating for an increase in faculty travel funds from $800 to $1000, starting the next academic year. Also, we will start budgeting for new faculty positions for 2020-2021 fiscal year. Input from FC indicated a need for a TT MAGC and NTT math position.

V. **Unfinished Business:**

VI. **New Business**

    a. **Program revisions:**
        i. **Medical Billing Certificate** – There was some discussion about the language and course requirements.

The FC was unanimous in recommending the proposed changes (see attached) be sent to CATS for approval (11 yes, 0 no, 0 abstain).

ii. **Office Software Applications Certificate -** The FC was unanimous in recommending the proposed changes (see attached) be sent to the Dean for approval (11 yes, 0 no, 0 abstain).

iii. **Office Technology (OTEC) minor -** The FC was unanimous in recommending the proposal for the new minor (see attached) be sent to the Dean for approval (11 yes, 0 no, 0 abstain).

iv. **Game Animation Design** – The FC was unanimous in recommended the proposed changes (see attached) be sent to the next level for approval (11 yes, 0 no, 0 abstain).

v. **Agriculture Business Associates Degree:** Documentation will be sent out to FC about developing a new Agriculture Business Associates degree. FC will vote on this proposal by email.

*Addendum-Additionally, an initial inquiry request to offer a new Associate's degree in the Agribusiness program was reviewed and approved unanimously by FC.

b. **Standing Committees:** The timing of standing committee assignments and related charges was addressed. It was suggested that standing committees form in the spring, rather than the fall semester. This discussion is ongoing, and it was recommended that someone, possibly Faculty Affairs, check the handbook to make sure we are consistent with the current guidelines.

c. **Supplemental Travel Fund Request:** a supplemental travel fund request for Dr. Harding for the amount of $1119.98 was approved unanimously (11 yes, 0 no, 0 abstain).

VII. **Announcements:** none

VIII. **Adjournment:** The meeting was adjourned at 9:08 am (Galati/Bihn-Coss).

Respectfully submitted,

Adrian M Jones
Tuscarawas FC Secretary/Treasurer

Academic Affairs Committee

9/24/19

Electronic Meeting

Electronic Response from: Kingsly Berlin-chair, Sue Hoffman, Jill Chen, Lovejoy Das, Tim Fritz, Mary Cameron, Jason Ruegsegger, Christopher Totten

Agenda

4 proposals needed for review. Email sent 9/24/19 for members to review and respond by 9/25/19 noon.

Members responded with a couple of questions that I forwarded on to John on 9/25/19. I informed him to make any changes he saw fit based off our questions and to forward updated proposal to FC.

Three proposals submitted by John Baker

1. Medical Billing Certificate Optional Course proposal

    a. Optional course- BSCI-21010 Anat. & Phys. I as part of the Medical Billing Certificate change totals to 21-22 wherever appropriate

        i. BSCI-21010 Anat. & Phys is 4 credit hours and BSCI-10001 is 3 credit hours.   John was informed about noting this and changing the total hours to match on 9/24/19.

    b. Is BSCI 21010 offered as an online course? Since the Medical Billing Certificate is advertised as offered fully-online, does it need to be since BSCI 10001 is offered online?

        i. Have not seen BSCI 21010 offered online-do we need to note this class is not offered online or does this change the statement "fully-online". Maybe it is still considered fully online since this is an optional choice. Not sure about the technicality of the term.

2. Office Software Applications Certificate Inactivation proposal

    a. Office Software Applications Inactivation –shouldn't the Certification of Curriculum Proposal file change hours to 21? (It currently shows 61 hours).

      i. Should the hours match the AAB degree or the Certificate hours? So, should it say 61 or 21. Not sure on which number should be used.

3. Office Technology (OTEC) Minor proposal

    a. Proposal section at the top of form. States <u>Revise Program</u>, should it say <u>Establish Program</u>.

    b. Proposal of new Office Software Applications Minor – shouldn't the Certification of Curriculum Proposal file change hours to 21? (It currently shows 61 hours)

        i. Now the proposal on the Minor for OTEC, the way the form is set up it is asking how many hours is being proposed for the AAB degree. The minor does not change the AAB degree hours, so the number is 61. You are just taking 21 of those 61 and creating a minor. I know this is confusing but past proposals for minors and have always had the total degree hours. But this should be looked into.

We also have a proposal for name change and course changes to line up with a liberal arts degree from Lori Bears

A member responded with a question about the name chosen and Tim Fritz and Chris Totten was able to respond with an answer. I emailed Lori that there was one question that was answered by Tim and that we had no other questions or recommendations and to forward proposal to FC.

4. BS GAD name change and course changes proposal

    a. Question: Can animation faculty here in this committee help answer my question regarding the name of the proposed degree? According to the proposal the degree has two concentrations, 1. Animation 2. Game design. Is there any reason other than a more desirable program acronym to have Animation cut in the middle of Game and Design in the degree name? It tends to give people impression you have three areas, Game, Animation, and Design. I understand the proposal was already submitted to NASAD, and if they don't have objection you will have to stay with this name to go through for state approval. I am just curious.

    b. Response from Tim: As I understand it NASAD's handbook stipulates that the word "and" signifies multiple degree areas. (an aside: I think they even view commas as the same?) This was the best compromise we could arrive at in the time we had between their requirements, all while still being descriptive

regarding our field. The word design is more of a descriptor denoting the area/field, similar to "Technology." As an example Electrical Engineering Technology on the surface could receive the same view and separation of Electrical, Engineering, and Technology, OR it could be Electrical Engineering and Technology, etc, etc.

c. Response from Chris by NASAD's standards we can't put an "and" or any other delineating text/marks (like that forward slash I just used) in the degree name so the degree title is meant to express the design of games and the design of animation. This was the top option for formatting that allowed us to be adequately descriptive about the degree content.

Proposal Summary
[Optional course- BSCI-21010 Anat. & Phys. I as part of the Medical Billing Certificate]

Description of Action, Including Intended Effect

This proposal provides students with the option to enroll and successfully complete BSCI 21010 Anatomy & Physiology I as an option for completing the Medical Billing Certificate. Instead of waiving BSCI 10001 Human Biiology and submitting an exception form for BSCI 21010 Anatomy & Physiology I, including this course as an option will eliminate the need for such forms. As a result, manual exceptions will not have to occur. This course is helpful especially for those students who have the deisre to sit for the Certified Coding Associate exam (CCA). Please see attached Medical Billing Certificate Program requirmeents.

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

There are existing faculty in place for teaching the Medical Billing Certificate courses. No additional resources will be required.

There are no prerequistes for BSCI 21010 Anatomy & Physiology I.

Fiscal, Enrollment, Facilities and Staffing Considerations

There are existing faculty in place to teach BSCI 21010 Anatomy & Physiology I.

Evidence of Need and Sustainability if Establishing

There are students who have completed BSCI 21010 Anatomy & Physiology I, that have the desire to enter into the Medical Billing Certificate Program. These students transfer in from other programs including nursing, Medical Terminology and other biological science programs. There are also students who want to enroll in this course because of career fullfillment and self- fullfillment.

Provisions for Phase-Out if Inactivating

N/A

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

Fall 2020

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date		**3-Sep-19**	Curriculum Bulletin _____
Effective Date		**Fall 2020**	Approved by EPC _____

Department	**OTEC**
College	**AP - Applied and Technical Studies**
Degree	**AAB - Associate of Applied Business**
Program Name	**Medical Billing Cert** Program Banner Code **C123**
Concentration(s)	Concentration(s) Banner Code(s)
Proposal	**Revise program**

Description of proposal:

This proposal provides students with the option to enroll and successfully complete BSCI 21010 Anatomy & Physiology I as an option for completing the Medical Billing Certificate. Instead of waiving BSCI 10001 Human Biology and submitting an exception form for BSCI 21010 Anatomy & Physiology I, including this course as an option will eliminate the need for such forms. As a result, manual exceptions will not have to occur. This course is helpful especially for those students who have the deisre to sit for the Certified Coding Associate exam (CCA). Please see attached Medical Billing Certificate Program requirements.

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No

Current total credit hours: **21**   Proposed total credit hours **21**

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

There are existing faculty in place for teaching the Medical Billing Certificate courses. No additional resources will be required.

There are no prerequistes for BSCI 21010 Anatomy & Physiology I.

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

Medical Billing faculty

Salem Faculty Council

Tuscarawas Faculty Council

CATS Curriculum Committee

EPC

Faculty Senate

REQUIRED ENDORSEMENTS

_____ ____/____/____

Department Chair / School Director

_____ ____/____/____

Campus Dean (for Regional Campuses proposals)

_____ ____/____/____

College Dean (or designee)

_____ ____/____/____

Dean of Graduate Studies (for graduate proposals)

_____ ____/____/____

Provost (or designee)

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date	**3-Sep-19**	Curriculum Bulletin	_____
Effective Date	**Fall 2020**	Approved by EPC	_____

Department	**OTEC**
College	**AP - Applied and Technical Studies**
Degree	**AAB - Associate of Applied Business**
Program Name	**Office Software Apps Cert** Program Banner Code **C146**
Concentration(s)	Concentration(s) Banner Code(s)
Proposal	**Inactivate program**

Description of proposal:

Due to low enrollment in the Office Software Applications Certifcate, a recommendation has been brought to my attention to inactivate the program. This was established in 2010, and has had only a few students enrolled. The courses within the certificate would be better suited for a minor within the Office Technology Program.

The Office Technology (OTEC) Program will continue to be offered fully online, and at Ashtabula, Salem, Trumbull & Tuscawaras Campuses. Inactivating the certificate will not affect the total credit hours of the Office Technology Program.

(Please see attached Office Software Applications Certificate)

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No

Current total credit hours: **61**   Proposed total credit hours **61**

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

Due to low enrollment, inactivating the Office Software Applications Certifcate will not have any impact on other programs.

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

Office Technology faculty

Ashtabula Faculty Council

Salem Faculty Council

Trumbull Faculty Council

Tuscarawas Faculty Council

CATS Curriculum Committee

EPC

Faculty Senate

REQUIRED ENDORSEMENTS

_____   ____/____/____

Department Chair / School Director

_____   ____/____/____

Campus Dean (for Regional Campuses proposals)

_____   ____/____/____

College Dean (or designee)

_____   ____/____/____

Dean of Graduate Studies (for graduate proposals)

_____   ____/____/____

Provost (or designee)

Proposal Summary
[Office Software Applications Inactivation]

Description of Action, Including Intended Effect

Due to low enrollment in the Office Software Applications Certificate, a recommendation has been brought to my attention to inactivate the program. This was established in 2010 and has had only a few students enrolled. The courses within the certificate would be better suited for a minor within the Office Technology Program. A new minor would be in the best interest of the students.

The Office Technology (OTEC) Program will continue to be offered fully online, and at Ashtabula, Salem, Trumbull & Tuscawaras Campuses. Inactivating the certificate will not affect the total credit hours of the Office Technology Program.

(Please see attached Office Software Applications Certificate)

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

Inactivating the Office Software Applications Certificate will not have any impact on other programs bcause of the low student enrollment incurred in the certifcate.

Fiscal, Enrollment, Facilities and Staffing Considerations

There are no fiscal considerations currently. There are not any expenses incurred regarding inactivation of this certificate.

Evidence of Need and Sustainability if Establishing

N/A

Provisions for Phase-Out if Inactivating

Inactivation of Office Software Applications Certificate

Fall 2020

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

Fall 2020

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date	**3-Sep-19**	Curriculum Bulletin	_____
Effective Date	**Fall 2020**	Approved by EPC	_____

Department	**OTEC**
College	**AP - Applied and Technical Studies**
Degree	**AAB - Associate of Applied Business**
Program Name	**Office Technology** Program Banner Code **OTEC**
Concentration(s)	Concentration(s) Banner Code(s)
Proposal	**Revise program**

Description of proposal:

In order to provide students with a competitive advantage within the Office Technology field, a recommendation for a new minor in the Office Technology (OTEC) Degree Program is being proposed. This proposal entails using the Office Software Applications Certifcate courses for the proposed minor. Students will enhance their skills and knowledge with the use of current software applications and techonlogy. This not only increases their marketability in the workplace, but also broadens their skills within the office technology field. This provides students the opportunity to pursue a field of interest within their major. The Office Software Applications Minor will be displayed on a student's transcript.

The flexibility for students will continue with web based courses for the new minor, where commuting may not be feasible. The Office Technology (OTEC) Program will continue to be fully offered online, and at Ashtabula, Salem, Trumbull & Tuscawaras Campuses.

(Please see attached Office Software Applications Minor requirements)

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No

Current total credit hours: **61**   Proposed total credit hours **61**

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

The online format using Blackboard Learn has already existed for the Office Technology (OTEC) Program. There are existing faculty in place for teaching the office software applications courses. These courses are also part of the Office Technology (OTEC) Program.

Existing faculty have already been teaching web courses using Blackboard Learn. Faculty have either attended Blackboard workshops or "Quality Matters" workshops. The Office Software Applications courses have been offered within the OTEC Degree Program; therefore, enrollment has been sustainable.

There are no fiscal considerations currently, because students supply their own computer resources for web-based courses. There are not any expenses incurred regarding classroom facilities or resources.

There has been consistent enrollment within the online Office Technology Program. Students are attracted to the flexibility and convenience of this format, where commuting may not be feasible.

The Office Software Applications Minor provides the breadth and depth of skills and knowledge within the Office Technology Program. Personal fulfillment may also be achieved as students focus in on their career objectives.

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

Office Technology faculty

Ashtabula Faculty Council

Salem Faculty Council

Trumbull Faculty Council

Tuscarawas Faculty Council

CATS Curriculum Committee

EPC

Faculty Senate

REQUIRED ENDORSEMENTS

_____   ____/____/____

Department Chair / School Director

_____   ____/____/____

Campus Dean (for Regional Campuses proposals)

_____   ____/____/____

College Dean (or designee)

_____   ____/____/____

Dean of Graduate Studies (for graduate proposals)

_____   ____/____/____

Provost (or designee)

Proposal Summary
[Office Software Applications Minor]

Description of Action, Including Intended Effect

In order to provide students with a competitive advantage within the Office Technology field, a recommendation for a new minor in the Office Technology (OTEC) Degree Program is being proposed. This proposal entails using the Office Software Applications Certifcate courses for the proposed minor. Students will enhance their skills and knowledge with the use of current software applications and technology. This not only increases their marketability in the workplace, but also broadens their skills within the office technology field. This provides students the opportunity to pursue a field of interest within their major. The Office Software Applicaitons Minor will be displayed on a student's transcript.

The flexibility for students will continue with web based courses for the new minor, where commuting may not be feasible. The Office Technology (OTEC) Program will continue to be fully offered online, and at Ashtabula, Salem, Trumbull & Tuscawaras Campuses.

(Please see attached Office Software Applications Minor requirements)

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

The online format using Blackboard Learn has already existed for the Office Technology (OTEC) Program. There are existing faculty in place for teaching the office software applications courses. These courses are also part of the Office Technology (OTEC) Program.

Fiscal, Enrollment, Facilities and Staffing Considerations

Existing faculty have already been teaching web courses using Blackboard Learn. Faculty have either attended Blackboard workshops or "Quality Matters" workshops. The Office Software Applications courses have been offered within the OTEC Degree Program; therefore, enrollment has been sustainable.

There are no fiscal considerations currently, because students supply their own computer resources for web-based courses. There are not any expenses incurred regarding classroom facilities or resources.

Evidence of Need and Sustainability if Establishing

There has been consistent enrollment within the online Office Technology Program. Students are attracted to the flexibility and convenience of this format, where commuting may not be feasible.

The Office Software Applications Minor provides the breadth and depth of skills and knowledge within the Office Technology Program. Personal fulfillment may also be achieved as students focus in on their career objectives.

Provisions for Phase-Out if Inactivating

N/A

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

Fall 2020

OFFICE SOFTWARE APPLICATIONS UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies
cats@kent.edu www.kent.edu/cats

Description

The Office Software Application undergraduate certificate provides a solid background in Microsoft Office software applications to assist individuals in becoming productive office workers. The program enables students to establish or update skills using the latest version of software that is commonly used in offices today. **Fully Offered At:**

- Ashtabula Campus
- Tuscarawas Campus

Admission Requirements

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.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Regional Academic Center in Twinsburg, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Requirements

Certificate Requirements

Code	Title	Credit Hours
Certificate Requirements		
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
OTEC 16620	WORD PROCESSING I	3
OTEC 16621	WORD PROCESSING II	3
OTEC 16625	BUSINESS PRESENTATIONS	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
OTEC 26640	CURRENT TECHNOLOGIES	3
Minimum Total Credit Hours:		21

Graduation Requirements

Minimum Certificate GPA
2.000

- Students must complete a minimum of 15 credit hours of the certificate curriculum at Kent State University.

- Maximum 6 credit hours of transfer credits may be used as long as letter grades appear on original transcripts.

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date	**1-Sep-19**	Curriculum Bulletin _____
Effective Date	**Fall 2020**	Approved by EPC _____

Department

College **AP - Applied and Technical Studies**

Degree **BS - Bachelor of Science**

Program Name **Game Animation Design**   Program Banner Code

Concentration(s) **Animation, Game Design**

Concentration(s) Banner Code(s)

Proposal **Revise program**

Description of proposal:

Revise the name from BS Modeling, Animation and Game Creation to BS Game Animation Design and to change the curriculum to a liberal arts degree. These changes are required in order to meet the accreditation requirements for the National Association of Schools of Art & Design (NASAD). This program will be a Liberal Arts degree in Game Animation Design with concentrations in Game Design and Animation. The degree program prepares students for careers by developing technical competency, creative/independent problem solving and conceptual understanding necessary for the challenges of a career in the creative industries. By offering a broad foundation to our students coupled with a series of core courses that let students sample different competencies within the game and animation disciplines, we can produce students with experience in traditional art and general competencies as well as ones that will help them understand the game and animation mediums. As this major integrates conceptual, technical and production design knowledge and skills in the context of a broad liberal arts programs, students have the flexibility to choose part of their coursework (with guidance). This provides the opportunity for students to take a variety of courses to complement their design degree.

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No

Current total credit hours: **120**   Proposed total credit hours **120**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):
none

Units consulted (other departments, programs or campuses affected by this proposal):
MAGC faculty, to be reviewed by Tuscarawas campus academic affairs, faculty council, CATS curricular committee, EPC

REQUIRED ENDORSEMENTS

_____   ____/____/____

Department Chair / School Director

_____   ____/____/____

Campus Dean (for Regional Campuses proposals)

_____   ____/____/____

College Dean (or designee)

_____   ____/____/____

Dean of Graduate Studies (for graduate proposals)

_____   ____/____/____

Provost (or designee)

DESCRIPTION

~~The Bachelor of Science degree in Modeling, Animation and Game Creation provides the key concepts, creative tools and principles of diverse skills in fundamental and advanced technical knowledge of modeling, animation and game design. Students create graphics, photo-realistic models, 3D characters, animations, level environments and design games.~~

~~Upon graduation, students have created a professional-quality portfolio to enter the field of content creators and are prepared for jobs in technical illustration, 2D and 3D modeling, game design, animation, artistic production and exhibition.~~

The Bachelor of Science degree in Game Animation Design will be a Liberal Arts degree with concentrations in Game Design and Animation. The degree program prepares students for careers by developing technical competency, creative/independent problem solving and conceptual understanding necessary for the challenges of a career in the creative industries. By offering a broad foundation for our students coupled with a series of core courses that let students sample different competencies within the game and animation disciplines, we can produce students with experience in traditional art and general competencies as well as ones that will help them understand the game and animation mediums. As this major integrates conceptual, technical and production design knowledge and skills in the context of a broad liberal arts programs, students have the flexibility to choose part of their coursework (with guidance). This provides the opportunity for students to take a variety of courses to complement their design degree.

Fully Offered At:
- Kent Campus
- Stark Campus
- Tuscarawas Campus

ACCREDITATION

~~Not Applicable~~

National Association of Schools of Art & Design (NASAD)

ADMISSION REQUIREMENTS

Standard admission criteria for a bachelor's degree.

PROGRAM LEARNING OUTCOMES

Graduates of this program will be able to:

1. Demonstrate current skills in 2D and 3D modeling, animation and game design.

2. Apply design thinking to technological problems, including demonstrating familiarity with design thinking applicable to their professional work.

3. Demonstrate an understanding of the ethics (and legal issues) closely associated with fields of modeling, animation and game design.

4. Demonstrate effective communication skills—both verbally and in written form—with technical, business and design professionals, including effective communication as individuals and as part of a project team.

5. Participate in, and lead, multidisciplinary project teams, demonstrating theoretical and practical understanding of team dynamics.

6. Demonstrate appreciation for diverse cultures and individual differences, and reflect that appreciation in their work.

7. Engage in continuous learning, as well as research and assess new ideas and information to provide the capabilities for lifelong learning.

PROGRAM REQUIREMENTS *Rec'd by curriculum services approved for F2019 catalog – replaced with BS GAD below*

Major Requirements (courses count in major GPA)

MAGC 11003	Solid Modeling	3
MAGC 12000	Two-Dimension Graphics	3
MAGC 12001	Modeling and Texturing I	3
MAGC 21000	Fundamentals of Mixed Reality	3
MAGC 22000	Two-Dimension Communication	3
MAGC 22001	Modeling for Architecture	3
MAGC 22004	Modeling and Texturing II	3
MAGC 22005	Multimedia and Game Design	3
MAGC 22010	Digital Sculpting	3
MAGC 23020	Gaming and Culture	3
MAGC 34000	Character Animation	3
MAGC 34001	Animation Project	3
MAGC 34003	Animation Theory	3
MAGC 34005	Environmental Game Design	3
MAGC 43000	Interactive Game Design	3
MAGC 43025	Real-Time Rendering and Animation	3
MAGC 49999	Senior Capstone Project	3
Major Electives, choose from the following:		15
MAGC 33010	Competitive Gaming	
MAGC 33030	Games for Education	
MAGC 33095	Special Topics in Modeling, Animation and Game Creation	
MAGC 43001	Animation Production and Visual Effects	
MAGC 43092	Internship in Modeling, Animation and Game Creation (ELR)	
MAGC 43096	Individual Investigation in Modeling, Animation and Game Creation	
TECH 33020	Computer Hardware II	

Additional Requirements (courses do not count in major GPA)

ARTS 14000	Drawing I	3
or VCD 14001	Visual Design Literacy	
BMRT 11000	Introduction to Business	3
or BUS 10123	Exploring Business	
COMM 15000	Introduction to Human Communication (KADL)	3
ENG 20002	Introduction to Technical Writing	3
or ENG 20021	Introduction to Creative Writing	
MATH 11010	Algebra for Calculus (KMCR)	3
MATH 11022	Trigonometry (KMCR)	3
UC 10097	Destination Kent State: First Year Experience	1
Kent Core Composition		6
Kent Core Humanities and Fine Arts (minimum one course from each)		9
Kent Core Social Sciences (must be from two disciplines)		6
Kent Core Basic Sciences (must include one laboratory)		6-7

General Electives (total credit hours depends on earning 120 credit hours, including 39 upper-division credit hours)   8

Minimum Total Credit Hours: **120**

Graduation Requirements:

- Minimum Major GPA: 2.000
- Minimum Overall GPA: 2.000

Kent State University
Degree: **Bachelor of Science**   Major: **Game Animation Design**

Liberal Arts Degree Program

MAJOR REQUIREMENTS - COUNTS IN GPA			
MAGC 12000 2D Graphics	3		
MAGC 12001 Modeling and Texturing I	3		
MAGC 21000 Fundamentals of Mixed Reality	3		
MAGC 22004 Modeling and Texturing II	3		
MAGC 22010 Digital Sculpting	3		
MAGC 23020 Gaming and Culture	3		
MAGC 34003 Animation Theory	3		
MAGC 43092 Internship	3		
or MAGC 43096 Individual Investigation			
MAGC 49999 Senior Capstone Project	3		
Animation or Game Design Concentration	18		
Animation Concentration			
MAGC 11003 Solid Modeling			
MAGC 34000 Character Animation			
MAGC 34001 Animation Project			
MAGC 43001 Animation Production and Visual Effects			
MAGC 43025 Real-Time Rendering and Animation			
MAGC Course Elective			
Game Design Concentration			
MAGC 22001 Modeling for Architecture			
MAGC 22005 Multimedia and Game Design			
MAGC 33010 Competitive Gaming			
MAGC 33030 Games for Education			
MAGC 34005 Environmental Game Design			
MAGC 43000 Interactive Game Design			
ADDITIONAL REQUIREMENTS - DO NOT COUNT IN MAJOR GPA			
ARTS 14000 Drawing I	3		
ARTS 14001 Drawing II	3		
ARTH 22006 Art History: Ancient and Medieval Art			
or ARTH 22007 Art History: Renaissance to Modern Art	3		
or VCD 13000 Design: Principles, Processes and Practice			
COMM 15000 Introduction to Human Communication	3		
MATH 11010 Algebra for Calculus	3		
MATH 11022 Trigonometry	3		
UC 10097 Destination Kent State: First Year Experience	1		
Kent Core Composition	6		
Kent Core Humanities and Fine Arts	9		
Kent Core Social Sciences	6		
Kent Core Basic Sciences	6		
General Electives*	29		
	120		

Students are strongly encouraged to declare a minor or a second major that supports or enhances their career objectives.

ROADMAP - Original

Semester One

ARTS 14000 Drawing I or VCD 14001 Visual Design Literacy	3
COMM 15000 Introduction to Human Communication (KADL)	3
MAGC 12000 Two-Dimension Graphics	3
UC 10097 Destination Kent State: First Year Experience	1
Kent Core Requirement	3
Kent Core Requirement	3
Credit Hours: 16	

Semester Two

BMRT 11000 Introduction to Business or BUS 10123 Exploring Business	3
MAGC 11003 Solid Modeling	3
MAGC 22000 Two-Dimension Communication	3
MATH 11010 Algebra for Calculus (KMCR)	3
Kent Core Requirement	3
Credit Hours: 15	

Semester Three

MAGC 12001 Modeling and Texturing I	**3**
MAGC 21000 Fundamentals of Mixed Reality	3
MAGC 22001 Modeling for Architecture	3
Kent Core Requirement	3
Major Elective	3
Credit Hours: 15	

Semester Four

MAGC 22004 Modeling and Texturing II	3
MAGC 22005 Multimedia and Game Design	3
MAGC 22010 Digital Sculpting	3
MAGC 23020 Gaming and Culture	3
Kent Core Requirement	3
Credit Hours: 15	

Semester Five

ENG 20002 Introduction to Technical Writing or ENG 20021 Introduction to Creative Writing	3
MAGC 34000 Character Animation	3
MAGC 34003 Animation Theory	3
Kent Core Requirement	3
General Elective	3
Credit Hours: 15	

Semester Six

MAGC 34001 Animation Project	3
MAGC 34005 Environmental Game Design	3
MATH 11022 Trigonometry (KMCR)	3
Major Elective	3
General Elective	3
Credit Hours: 15	

Semester Seven

MAGC 43000 Interactive Game Design	**3**
MAGC 43025 Real-Time Rendering and Animation	3
Major Elective	3
Kent Core Requirement	6
Credit Hours: 15	

Semester Eight

MAGC 49999 Senior Capstone Project	3
Major Electives	6
Kent Core Requirement	3
General Elective	2
Credit Hours: 14	

Minimum Total Credit Hours:120

ROADMAP - BS GAME ANIMATION DESIGN			ANIMATION CONCENTRATION	

Semester One

ARTS 14000 Drawing I		3		
or VCD 14001 Visual Design Literacy remove				
COMM 15000 Introduction to Human Comm (KADL)		3		
MAGC 12000 2D Graphics		3		
UC 10097 Destination Kent State: First Year Experience		1		
Kent Core Requirement		3		
Kent Core Requirement		3		
Credit Hours:		**16**		

Semester Two

BMRT 11000 Introduction to Business or BUS 10123 Exploring Business remove	
ARTS 14001 Drawing II - add	3
MAGC 11003 Solid Modeling	3
MAGC 22000 2D Communication remove	
MATH 11010 Algebra for Calculus (KMCR)	3
Kent Core Requirement	3
ARTH 22006 Art History: Ancient and Medieval Art	**3**
or ARTH 22007 Art History: Renaissance to Modern Art	
or VCD 13000 Design: Principles, Processes and Practice – add	
Credit Hours:	**15**

Semester Three

MAGC 12001 Modeling and Texturing I		3
MAGC 21000 Fundamentals of Mixed Reality		3
MAGC 22001 Modeling for Architecture - remove		
Kent Core Requirement		3
Major Elective remove		
MAGC 23020 Gaming & Culture – from sem 4		3
General Elective - add		3
Credit Hours:		**15**

Semester Four

MAGC 22004 Modeling and Texturing II	3
MAGC 22005 Multimedia and Game Design - remove	
MAGC 22010 Digital Sculpting	3
MAGC 23020 Gaming and Culture - move to sem 3	
Kent Core Requirement	3
Major Electives - add	6
Credit Hours:	**15**

Semester Five

ENG 20002 Introduction to Technical Writing or ENG 20021 Introduction to Creative Writing remove		
MAGC 34000 Character Animation		3
MAGC 34003 Animation Theory		3
Kent Core Requirement		3
General Elective		3
General Elective - add		3
Credit Hours:		**15**

Semester Six

MAGC 34001 Animation Project	3
MAGC 34005 Environmental Game Design - remove	
MATH 11022 Trigonometry (KMCR)	3
Major Elective	3
General Elective	3
General Elective - add	**3**
Credit Hours:	**15**

Semester Seven

MAGC 43000 Interactive Game Design - remove		
MAGC 43025 Real-Time Rendering and Animation		3
Major Elective - remove		
Kent Core Requirement		6
MAGC 43025 Animation Production Visual Effects - add		3
General Elective - add		3
Credit Hours:		**15**

Semester Eight

MAGC 49999 Senior Capstone Project	3
Major Electives - remove	
Kent Core Requirement	3
General Elective	2
MAGC 43092 Internship	3
or MAGC 43096 Individual Investigation	
General Elective - add	3
Credit Hours:	**14**
Minimum Total Credit Hours:	**120**

ROADMAP - BS GAME ANIMATION DESIGN		GAME DESIGN CONCENTRATION	

Semester One

		Semester Two	
ARTS 14000 Drawing I	3	BMRT 11000 Introduction to Business or BUS 10123 Exploring Business remove	
or VCD 14001 Visual Design Literacy remove		ARTS 14001 Drawing II - add	3
COMM 15000 Introduction to Human Comm (KADL)	3	MAGC 11003 Solid Modeling - remove	
MAGC 12000 2D Graphics	3	MAGC 22000 2D Communication remove	
UC 10097 Destination Kent State: First Year Experience	1	MATH 11010 Algebra for Calculus (KMCR)	3
Kent Core Requirement	3	Kent Core Requirement	3
Kent Core Requirement	3		
		ARTH 22006 Art History: Ancient and Medieval Art	**3**
		or ARTH 22007 Art History: Renaissance to Modern Art	
		or VCD 13000 Design: Principles, Processes and Practice – add	
Credit Hours:	**16**	General Elective - add	**3**
		Credit Hours:	**15**

Semester Three		**Semester Four**	
MAGC 12001 Modeling and Texturing I	**3**	MAGC 22004 Modeling and Texturing II	3
MAGC 21000 Fundamentals of Mixed Reality	3	MAGC 22005 Multimedia and Game Design	3
MAGC 22001 Modeling for Architecture	3	MAGC 22010 Digital Sculpting	3
Kent Core Requirement	3	MAGC 23020 Gaming and Culture - move to sem 3	
Major Elective remove		Kent Core Requirement	3
MAGC 23020 Gaming & Culture – from sem 4	**3**	General Elective - add	3
Credit Hours:	**15**	**Credit Hours:**	**15**

Semester Five		**Semester Six**	
ENG 20002 Introduction to Technical Writing		MAGC 34001 Animation Project	3
or ENG 20021 Introduction to Creative Writing remove		MAGC 34005 Environmental Game Design	3
MAGC 34000 Character Animation - remove		MATH 11022 Trigonometry (KMCR)	3
MAGC 34003 Animation Theory	3	Major Elective	3
Kent Core Requirement	3	General Elective	3
General Elective	3	**Credit Hours:**	**15**
Credit Hours:	**15**		

Semester Seven		**Semester Eight**	
MAGC 43000 Interactive Game Design	**3**	MAGC 49999 Senior Capstone Project	3
MAGC 43025 Real-Time Rendering and Animation - remove	3	Major Electives - remove	
Major Elective - remove		Kent Core Requirement	3
Kent Core Requirement	6	General Elective	2
General Elective - add	6	MAGC 43092 Internship	3
		or MAGC 43096 Individual Investigation	
		General Elective - add	3
Credit Hours:	**15**	**Credit Hours:**	**14**
		Minimum Total Credit Hours:	**120**

Catalog Copy – B.S. Degree in Modeling, Animation and Game Creation

DESCRIPTION

~~The Bachelor of Science degree in Modeling, Animation and Game Creation provides the key concepts, creative tools and principles of diverse skills in fundamental and advanced technical knowledge of modeling, animation and game design. Students create graphics, photo-realistic models, 3D characters, animations, level environments and design games.~~

~~Upon graduation, students have created a professional-quality portfolio to enter the field of content creators and are prepared for jobs in technical illustration, 2D and 3D modeling, game design, animation, artistic production and exhibition.~~

The Bachelor of Science degree in Game Animation Design will be a Liberal Arts degree with concentrations in Game Design and Animation. By offering a broad foundation for our students coupled with a series of core courses that let students sample different competencies within the game and animation disciplines, we can produce students with experience in traditional art and general competencies as well as ones that will help them understand the game and animation mediums. As this major integrates conceptual, technical and production design knowledge and skills in the context of a broad liberal arts programs, students have the flexibility to choose part of their coursework (with guidance). This provides the opportunity for students to take a variety of courses to complement their design degree.

The degree program prepares students for careers by developing technical competency, creative/independent problem solving and conceptual understanding necessary for the challenges of a career in the creative industries.

Fully Offered At:
- Kent Campus
- Stark Campus
- Tuscarawas Campus

ACCREDITATION

~~Not Applicable~~

National Association of Schools of Art & Design (NASAD)

ADMISSION REQUIREMENTS

Standard admission criteria for a bachelor's degree.

PROGRAM LEARNING OUTCOMES

Graduates of this program will be able to:

1. Demonstrate current skills in 2D and 3D modeling, animation and game design.

2. Apply design thinking to technological problems, including demonstrating familiarity with design thinking applicable to their professional work.

3. Demonstrate an understanding of the ethics (and legal issues) closely associated with fields of modeling, animation and game design.

4. Demonstrate effective communication skills—both verbally and in written form—with technical, business and design professionals, including effective communication as individuals and as part of a project team.

5. Participate in, and lead, multidisciplinary project teams, demonstrating theoretical and practical understanding of team dynamics.

6. Demonstrate appreciation for diverse cultures and individual differences, and reflect that appreciation in their work.

7. Engage in continuous learning, as well as research and assess new ideas and information to provide the capabilities for lifelong learning.

PROGRAM REQUIREMENTS *Rec'd by curriculum services approved for F2019 catalog – replaced with BS GAD below*

Major Requirements (courses count in major GPA)

MAGC 11003	Solid Modeling	3
MAGC 12000	Two-Dimension Graphics	3
MAGC 12001	Modeling and Texturing I	3
MAGC 21000	Fundamentals of Mixed Reality	3
MAGC 22000	Two-Dimension Communication	3
MAGC 22001	Modeling for Architecture	3
MAGC 22004	Modeling and Texturing II	3
MAGC 22005	Multimedia and Game Design	3
MAGC 22010	Digital Sculpting	3
MAGC 23020	Gaming and Culture	3
MAGC 34000	Character Animation	3
MAGC 34001	Animation Project	3
MAGC 34003	Animation Theory	3
MAGC 34005	Environmental Game Design	3
MAGC 43000	Interactive Game Design	3
MAGC 43025	Real-Time Rendering and Animation	3
MAGC 49999	Senior Capstone Project	3
Major Electives, choose from the following:		15
MAGC 33010	Competitive Gaming	
MAGC 33030	Games for Education	
MAGC 33095	Special Topics in Modeling, Animation and Game Creation	
MAGC 43001	Animation Production and Visual Effects	
MAGC 43092	Internship in Modeling, Animation and Game Creation (ELR)	
MAGC 43096	Individual Investigation in Modeling, Animation and Game Creation	
TECH 33020	Computer Hardware II	

Additional Requirements (courses do not count in major GPA)

ARTS 14000	Drawing I	3
or VCD 14001	Visual Design Literacy	
BMRT 11000	Introduction to Business	3
or BUS 10123	Exploring Business	
COMM 15000	Introduction to Human Communication (KADL)	3
ENG 20002	Introduction to Technical Writing	3
or ENG 20021	Introduction to Creative Writing	
MATH 11010	Algebra for Calculus (KMCR)	3
MATH 11022	Trigonometry (KMCR)	3
UC 10097	Destination Kent State: First Year Experience	1
Kent Core Composition		6
Kent Core Humanities and Fine Arts (minimum one course from each)		9
Kent Core Social Sciences (must be from two disciplines)		6
Kent Core Basic Sciences (must include one laboratory)		6-7
General Electives (total credit hours depends on earning 120 credit hours, including 39 upper-division credit hours)		8
	Minimum Total Credit Hours:	**120**

Graduation Requirements:

- Minimum Major GPA: 2.000

- Minimum Overall GPA: 2.000

Kent State University			
Degree: **Bachelor of Science** Major: **Game Animation Design**			
Liberal Arts Degree Program			
MAJOR REQUIREMENTS - COUNTS IN GPA			
MAGC 12000 2D Graphics	3		
MAGC 12001 Modeling and Texturing I	3		
MAGC 21000 Fundamentals of Mixed Reality	3		
MAGC 22004 Modeling and Texturing II	3		
MAGC 22010 Digital Sculpting	3		
MAGC 23020 Gaming and Culture	3		
MAGC 34003 Animation Theory	3		
MAGC 43092 Internship	3		
or MAGC 43096 Individual Investigation			
MAGC 49999 Senior Capstone Project	3		
Animation or Game Design Concentration	18		
Animation Concentration			
MAGC 11003 Solid Modeling			
MAGC 34000 Character Animation			
MAGC 34001 Animation Project			
MAGC 43001 Animation Production and Visual Effects			
MAGC 43025 Real-Time Rendering and Animation			
MAGC Course Elective			
Game Design Concentration			
MAGC 22001 Modeling for Architecture			
MAGC 22005 Multimedia and Game Design			
MAGC 33010 Competitive Gaming			
MAGC 33030 Games for Education			
MAGC 34005 Environmental Game Design			
MAGC 43000 Interactive Game Design			
ADDITIONAL REQUIREMENTS - DO NOT COUNT IN MAJOR GPA			
ARTS 14000 Drawing I	3		
ARTS 14001 Drawing II	3		
ARTH 22006 Art History: Ancient and Medieval Art			
or ARTH 22007 Art History: Renaissance to Modern Art	3		
or VCD 13000 Design: Principles, Processes and Practice			
COMM 15000 Introduction to Human Communication	3		
MATH 11010 Algebra for Calculus	3		
MATH 11022 Trigonometry	3		
UC 10097 Destination Kent State: First Year Experience	1		
Kent Core Composition	6		
Kent Core Humanities and Fine Arts	9		
Kent Core Social Sciences	6		
Kent Core Basic Sciences	6		
General Electives*	29		
	120		
Students are strongly encouraged to declare a minor or a second major that supports or enhances their career objectives.			

ROADMAP - Original

Semester One	
ARTS 14000 Drawing I or VCD 14001 Visual Design Literacy	3
COMM 15000 Introduction to Human Communication (KADL)	3
MAGC 12000 Two-Dimension Graphics	3
UC 10097 Destination Kent State: First Year Experience	1
Kent Core Requirement	3
Kent Core Requirement	3
Credit Hours: 16	

Semester Two	
BMRT 11000 Introduction to Business or BUS 10123 Exploring Business	3
MAGC 11003 Solid Modeling	3
MAGC 22000 Two-Dimension Communication	3
MATH 11010 Algebra for Calculus (KMCR)	3
Kent Core Requirement	3
Credit Hours: 15	

Semester Three	
MAGC 12001 Modeling and Texturing I	3
MAGC 21000 Fundamentals of Mixed Reality	3
MAGC 22001 Modeling for Architecture	3
Kent Core Requirement	3
Major Elective	3
Credit Hours: 15	

Semester Four	
MAGC 22004 Modeling and Texturing II	3
MAGC 22005 Multimedia and Game Design	3
MAGC 22010 Digital Sculpting	3
MAGC 23020 Gaming and Culture	3
Kent Core Requirement	3
Credit Hours: 15	

Semester Five	
ENG 20002 Introduction to Technical Writing or ENG 20021 Introduction to Creative Writing	3
MAGC 34000 Character Animation	3
MAGC 34003 Animation Theory	3
Kent Core Requirement	3
General Elective	3
Credit Hours: 15	

Semester Six	
MAGC 34001 Animation Project	3
MAGC 34005 Environmental Game Design	3
MATH 11022 Trigonometry (KMCR)	3
Major Elective	3
General Elective	3
Credit Hours: 15	

Semester Seven	
MAGC 43000 Interactive Game Design	3
MAGC 43025 Real-Time Rendering and Animation	3
Major Elective	3
Kent Core Requirement	6
Credit Hours: 15	

Semester Eight	
MAGC 49999 Senior Capstone Project	3
Major Electives	6
Kent Core Requirement	3
General Elective	2
Credit Hours: 14	

Minimum Total Credit Hours: 120

Catalog Copy – B.S. Degree in Modeling, Animation and Game Creation

ROADMAP - BS GAME ANIMATION DESIGN		ANIMATION CONCENTRATION	
Semester One		**Semester Two**	
ARTS 14000 Drawing I	3	~~BMRT 11000 Introduction to Business or BUS 10123 Exploring Business~~ remove	
or ~~VCD 14001 Visual Design Literacy~~ remove		ARTS 14001 Drawing II - add	3
COMM 15000 Introduction to Human Comm (KADL)	3	MAGC 11003 Solid Modeling	3
MAGC 12000 2D Graphics	3	~~MAGC 22000 2D Communication~~ remove	
UC 10097 Destination Kent State: First Year Experience	1	MATH 11010 Algebra for Calculus (KMCR)	3
Kent Core Requirement	3	Kent Core Requirement	3
Kent Core Requirement	3		
		ARTH 22006 Art History: Ancient and Medieval Art	3
		or ARTH 22007 Art History: Renaissance to Modern Art	
Credit Hours:	**16**	or VCD 13000 Design: Principles, Processes and Practice – add	
		Credit Hours:	**15**
Semester Three		**Semester Four**	
MAGC 12001 Modeling and Texturing I	3	MAGC 22004 Modeling and Texturing II	3
MAGC 21000 Fundamentals of Mixed Reality	3	~~MAGC 22005 Multimedia and Game Design~~ - remove	
~~MAGC 22001 Modeling for Architecture~~ - remove		MAGC 22010 Digital Sculpting	3
Kent Core Requirement	3	~~MAGC 23020 Gaming and Culture~~ - move to sem 3	
~~Major Elective~~ remove		Kent Core Requirement	3
MAGC 23020 Gaming & Culture – from sem 4	3	Major Electives - add	6
General Elective - add	3		
Credit Hours:	**15**	**Credit Hours:**	**15**
Semester Five		**Semester Six**	
~~ENG 20002 Introduction to Technical Writing~~		MAGC 34001 Animation Project	3
~~or ENG 20021 Introduction to Creative Writing~~ remove		~~MAGC 34005 Environmental Game Design~~ - remove	
MAGC 34000 Character Animation	3	MATH 11022 Trigonometry (KMCR)	3
MAGC 34003 Animation Theory	3	Major Elective	3
Kent Core Requirement	3	General Elective	3
General Elective	3	General Elective - add	3
General Elective - add	3		
Credit Hours:	**15**	**Credit Hours:**	**15**
Semester Seven		**Semester Eight**	
~~MAGC 43000 Interactive Game Design~~ - remove		MAGC 49999 Senior Capstone Project	3
MAGC 43025 Real-Time Rendering and Animation	3	~~Major Electives~~ - remove	
~~Major Elective~~ - remove		Kent Core Requirement	3
Kent Core Requirement	6	General Elective	2
MAGC 43025 Animation Production Visual Effects - add	3	MAGC 43092 Internship	3
General Elective - add	3	or MAGC 43096 Individual Investigation	
		General Elective - add	3
Credit Hours:	**15**	**Credit Hours:**	**14**
		Minimum Total Credit Hours:	**120**

Catalog Copy – B.S. Degree in Modeling, Animation and Game Creation

ROADMAP - BS GAME ANIMATION DESIGN		GAME DESIGN CONCENTRATION	
Semester One		**Semester Two**	
ARTS 14000 Drawing I	3	BMRT 11000 Introduction to Business or BUS 10123 Exploring Business remove	
or VCD 14001 Visual Design Literacy remove		ARTS 14001 Drawing II - add	3
COMM 15000 Introduction to Human Comm (KADL)	3	MAGC 11003 Solid Modeling - remove	
MAGC 12000 2D Graphics	3	MAGC 22000 2D Communication remove	
UC 10097 Destination Kent State: First Year Experience	1	MATH 11010 Algebra for Calculus (KMCR)	3
Kent Core Requirement	3	Kent Core Requirement	3
Kent Core Requirement	3		
		ARTH 22006 Art History: Ancient and Medieval Art	3
		or ARTH 22007 Art History: Renaissance to Modern Art	
		or VCD 13000 Design: Principles, Processes and Practice – add	
Credit Hours:	**16**	General Elective - add	3
		Credit Hours:	**15**
Semester Three		**Semester Four**	
MAGC 12001 Modeling and Texturing I	3	MAGC 22004 Modeling and Texturing II	3
MAGC 21000 Fundamentals of Mixed Reality	3	MAGC 22005 Multimedia and Game Design	3
MAGC 22001 Modeling for Architecture	3	MAGC 22010 Digital Sculpting	3
Kent Core Requirement	3	MAGC 23020 Gaming and Culture - move to sem 3	
Major Elective remove		Kent Core Requirement	3
MAGC 23020 Gaming & Culture – from sem 4	3	General Elective - add	3
Credit Hours:	**15**	**Credit Hours:**	**15**
Semester Five		**Semester Six**	
ENG 20002 Introduction to Technical Writing		MAGC 34001 Animation Project	3
or ENG 20021 Introduction to Creative Writing remove		MAGC 34005 Environmental Game Design	3
MAGC 34000 Character Animation - remove		MATH 11022 Trigonometry (KMCR)	3
MAGC 34003 Animation Theory	3	Major Elective	3
Kent Core Requirement	3	General Elective	3
General Elective	3	**Credit Hours:**	**15**
Credit Hours:	**15**		
Semester Seven		**Semester Eight**	
MAGC 43000 Interactive Game Design	3	MAGC 49999 Senior Capstone Project	3
MAGC 43025 Real-Time Rendering and Animation - remove	3	Major Electives - remove	
Major Elective - remove		Kent Core Requirement	3
Kent Core Requirement	6	General Elective	2
General Elective - add	6	MAGC 43092 Internship	3
		or MAGC 43096 Individual Investigation	
		General Elective - add	3
Credit Hours:	**15**	**Credit Hours:**	**14**
		Minimum Total Credit Hours:	**120**

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **1-Sep-19**   Curriculum Bulletin _____

Effective Date   **Fall 2020**   Approved by EPC   _____

Department

College   **AP - Applied and Technical Studies**

Degree   **BS - Bachelor of Science**

Program Name   **Game Animation Design**   Program Banner Code

Concentration(s)   **Animation, Game Design**

Concentration(s) Banner Code(s)

Proposal   **Revise program**

Description of proposal:

Revise the name from BS Modeling, Animation and Game Creation to BS Game Animation Design and to change the curriculum to a liberal arts degree. These changes are required in order to meet the accreditation requirements for the National Association of Schools of Art & Design (NASAD). This program will be a Liberal Arts degree in Game Animation Design with concentrations in Game Design and Animation. The degree program prepares students for careers by developing technical competency, creative/independent problem solving and conceptual understanding necessary for the challenges of a career in the creative industries. By offering a broad foundation to our students coupled with a series of core courses that let students sample different competencies within the game and animation disciplines, we can produce students with experience in traditional art and general competencies as well as ones that will help them understand the game and animation mediums. As this major integrates conceptual, technical and production design knowledge and skills in the context of a broad liberal arts programs, students have the flexibility to choose part of their coursework (with guidance). This provides the opportunity for students to take a variety of courses to complement their design degree.

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No

Current total credit hours: **120**   Proposed total credit hours **120**

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

none

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

MAGC faculty, to be reviewed by Tuscarawas campus academic affairs, faculty council, CATS curricular committee, EPC

REQUIRED ENDORSEMENTS

_____   ____/____/____

Department Chair / School Director

_____   ____/____/____

Campus Dean (for Regional Campuses proposals)

_____   ____/____/____

College Dean (or designee)

_____   _____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____   _____/_____/_____
Provost (or designee)

Proposal Summary
[BS Game Animation Design to replace BS Modeling, Animation and Game Creation as a Liberal Arts Program]

Description of Action, Including Intended Effect

Revise the name from BS Modeling, Animation and Game Creation to BS Game Animation Design and change the curriculum to a liberal arts degree. These changes are required in order to meet the accreditation requirements for the National Association of Schools of Art & Design (NASAD). This program will be a liberal arts degree in Game Animation Design with concentrations in Game Design and Animation.

As this major integrates conceptual, technical and production design knowledge and skills in the context of a broad liberal arts program, students have the flexibility to choose part of their coursework (with guidance.) This provides the opportunity for students to take a variety of courses to complement their design degree.

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

In order to meet the standards of NASAD the percentage of art and design courses needed to increase. In order to meet those requirements the following previously required courses were removed: ENG 20002 Into to Technical Writing or ENG 20021 Into to Creative Writing, BMRT 11000 Introduction to Business or BUS 10123 Exploring Business. The following courses were added required: ARTS 14001 Drawing II(previously major elective), ARTH 22006 Art History: Ancient and Medieval Art or ARTH 22007 Art History: Renaissance to Modern Art or VCD 13000 Design: Principles, Processes and Practice.

No other impact as everything was in place for BS MAGC

Fiscal, Enrollment, Facilities and Staffing Considerations

No change

Evidence of Need and Sustainability if Establishing

The degree cannot move forward unless it meets the standards established by NASAD.

Provisions for Phase-Out if Inactivating
N/A

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated*

implementation date for each action

Approved by Kent Tuscarawas academic affairs 9/25/19
Kent Tuscarawas faculty affairs
Kent State College of Applied Technical Studies
NASAD accreditation review – October 2019

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **3-Sep-19**   Curriculum Bulletin _____

Effective Date   **Fall 2020**   Approved by EPC _____

Department   **OTEC**

College   **AP - Applied and Technical Studies**

Degree   **AAB - Associate of Applied Business**

Program Name   **Medical Billing Cert**   Program Banner Code **C123**

Concentration(s)   Concentration(s) Banner Code(s)

Proposal   **Revise program**

Description of proposal:

This proposal provides students with the option to enroll and successfully complete BSCI 21010 Anatomy & Physiology I as an option for completing the Medical Billing Certificate. Instead of waiving BSCI 10001 Human Biology and submitting an exception form for BSCI 21010 Anatomy & Physiology I, including this course as an option will eliminate the need for such forms. As a result, manual exceptions will not have to occur. This course is helpful especially for those students who have the desire to sit for the Certified Coding Associate exam (CCA). Please see attached Medical Billing Certificate Program requirements.

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No
Current total credit hours: **21**   Proposed total credit hours **21**

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

There are existing faculty in place for teaching the Medical Billing Certificate courses. No additional resources will be required.

There are no prerequisites for BSCI 21010 Anatomy & Physiology I.

Units consulted (other departments, programs or campuses affected by this proposal):
Medical Billing faculty
Salem Faculty Council
Tuscarawas Faculty Council
CATS Curriculum Committee
EPC
Faculty Senate

REQUIRED ENDORSEMENTS

_____   ____/____/____
Department Chair / School Director

_____   ____/____/____
Campus Dean (for Regional Campuses proposals)

_____   ____/____/____
College Dean (or designee)

_____   _____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____   _____/_____/_____
Provost (or designee)

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **3-Sep-19**   Curriculum Bulletin _____

Effective Date   **Fall 2020**   Approved by EPC _____

Department   **OTEC**

College   **AP - Applied and Technical Studies**

Degree   **AAB - Associate of Applied Business**

Program Name   **Office Software Apps Cert**   Program Banner Code   **C146**

Concentration(s)   Concentration(s) Banner Code(s)

Proposal   **Inactivate program**

Description of proposal:

Due to low enrollment in the Office Software Applications Certificate, a recommendation has been brought to my attention to inactivate the program. This was established in 2010 and has had only a few students enrolled. The courses within the certificate would be better suited for a minor within the Office Technology Program.
The Office Technology (OTEC) Program will continue to be offered fully online, and at Ashtabula, Salem, Trumbull & Tuscarawas Campuses. Inactivating the certificate will not affect the total credit hours of the Office Technology Program.

(Please see attached Office Software Applications Certificate)

Does proposed revision change program's total credit hours?   ☒ Yes   ☐ No

Current total credit hours: **21**   Proposed total credit hours **0**

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

Due to low enrollment, inactivating the Office Software Applications Certificate will not have any impact on other programs.

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

Office Technology faculty
Ashtabula Faculty Council
Salem Faculty Council
Trumbull Faculty Council
Tuscarawas Faculty Council
CATS Curriculum Committee
EPC
Faculty Senate

REQUIRED ENDORSEMENTS

_____   ____/____/____
Department Chair / School Director

_____   ____/____/____
Campus Dean (for Regional Campuses proposals)

_____   _____/_____/_____
College Dean (or designee)

_____   _____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____   _____/_____/_____
Provost (or designee)

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **3-Sep-19**   Curriculum Bulletin _____

Effective Date   **Fall 2020**   Approved by EPC _____

Department   **OTEC**

College   **AP - Applied and Technical Studies**

Degree   **AAB - Associate of Applied Business**

Program Name   **Office Technology**   Program Banner Code   **OTEC**

Concentration(s)   Concentration(s) Banner Code(s)

Proposal   **Establish program**

Description of proposal:

In order to provide students with a competitive advantage within the Office Technology field, a recommendation for a new minor in the Office Technology (OTEC) Degree Program is being proposed. This proposal entails using the Office Software Applications Certificate courses for the proposed minor. Students will enhance their skills and knowledge with the use of current software applications and technology. This not only increases their marketability in the workplace, but also broadens their skills within the office technology field. This provides students the opportunity to pursue a field of interest within their major. The Office Software Applications Minor will be displayed on a student's transcript.

The flexibility for students will continue with web-based courses for the new minor, where commuting may not be feasible. The Office Technology (OTEC) Program will continue to be fully offered online, and at Ashtabula, Salem, Trumbull & Tuscarawas Campuses.

(Please see attached Office Software Applications Minor requirements)

Does proposed revision change program's total credit hours?   ☒ Yes   ☐ No

Current total credit hours: **0**   Proposed total credit hours **21**

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

The online format using Blackboard Learn has already existed for the Office Technology (OTEC) Program. There are existing faculty in place for teaching the office software applications courses. These courses are also part of the Office Technology (OTEC) Program.

Existing faculty have already been teaching web courses using Blackboard Learn. Faculty have either attended Blackboard workshops or "Quality Matters" workshops. The Office Software Applications courses have been offered within the OTEC Degree Program; therefore, enrollment has been sustainable.

There are no fiscal considerations currently, because students supply their own computer resources for web-based courses. There are not any expenses incurred regarding classroom facilities or resources.
There has been consistent enrollment within the online Office Technology Program. Students are attracted to the flexibility and convenience of this format, where commuting may not be feasible.

The Office Software Applications Minor provides the breadth and depth of skills and knowledge within the Office Technology Program. Personal fulfillment may also be achieved as students focus in on their career objectives.

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

Office Technology faculty
Ashtabula Faculty Council
Salem Faculty Council
Trumbull Faculty Council
Tuscarawas Faculty Council
CATS Curriculum Committee
EPC
Faculty Senate

REQUIRED ENDORSEMENTS

_____   ____/____/____
Department Chair / School Director

_____   ____/____/____
Campus Dean (for Regional Campuses proposals)

_____   ____/____/____
College Dean (or designee)

_____   ____/____/____
Dean of Graduate Studies (for graduate proposals)

_____   ____/____/____
Provost (or designee)

Medical Billing Undergraduate Certificate

Overview

College of Applied and Technical Studies

cats@kent.edu
www.kent.edu/cats

Description

The Medical Billing undergraduate certificate provides a basic understanding of software, medical terminology, coding and procedures used in medical settings such as hospitals, clinics, doctors' offices and outsourcing facilities involved with providing billing operations.

FULLY OFFERED AT:

- Online
- Salem Campus
- Tuscarawas Campus

Program Requirements

Certificate Requirements

BSCI 10001	HUMAN BIOLOGY (KBS)	3
Or BSCI 21010 Anatomy & Physiology I	4 credits- only offered on campus	
HED 14020	MEDICAL TERMINOLOGY	3
OTEC 16620	WORD PROCESSING I	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26650	MEDICAL BILLING PROCEDURES	3
OTEC 26655	ICD CODING	3
OTEC 26656	CPT CODING	3
Minimum Total Credit Hours:		**21**

GRADUATION REQUIREMENTS

MINIMUM CERTIFICATE GPA

2.000

GRADUATION REQUIREMENTS SUMMARY- CERTIFICATES

- Students must complete a minimum of 15 credit hours of the certificate curriculum at Kent State University.
- Transfer credits may be used as long as a letter grade appears on original transcript

Office Software Applications Minor

Overview:

College of Applied and Technical Studies

cats@kent.edu

www.kent.edu/cats

Description:

The Office Software Application undergraduate minor provides a solid background in Microsoft Office software applications to assist individuals in becoming productive office workers. The program enables students to establish or update skills using the latest version of software that is commonly used in offices today.

Fully offered at:

- Online
- Ashtabula
- Salem
- Trumbull
- Tuscarawas

Admission Requirements

Admission to a minor is open to students declared in an associate degree, the A.A.B. degree.

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.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Regional Academic Center in Twinsburg, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions Offices.

Program Requirements:

IT 21010	Workgroup Productivity Software	3
OTEC 16620	Word Processing I	3
OTEC 16621	Word Processing II	3
OTEC 16625	Business Presentations	3
OTEC 16639	Database Applications	3
OTEC 26611	Spreadsheet Applications	3
OTEC 26640	Current Technologies	3
Minimum Total Credit Hours		21

GRADUATION REQUIREMENTS
Minimum Minor GPA
2.00

- Students must complete a minimum of 15 credit hours of the minor curriculum at Kent State University.
- Maximum 6 credit hours of transfer credits may be used as long as letter grades appear on original transcripts.

OFFICE SOFTWARE APPLICATIONS - UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies
cats@kent.edu
www.kent.edu/cats

Description

The Office Software Application undergraduate certificate provides a solid background in Microsoft Office software applications to assist individuals in becoming productive office workers. The program enables students to establish or update skills using the latest version of software that is commonly used in offices today.

Fully Offered At:

- Ashtabula Campus
- Tuscarawas Campus

Admission Requirements

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.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Regional Academic Center in Twinsburg, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Requirements

Certificate Requirements

Code	Title	Credit Hours
Certificate Requirements		
IT 21010	WORKGROUP PRODUCTIVITY SOFTWARE	3
OTEC 16620	WORD PROCESSING I	3
OTEC 16621	WORD PROCESSING II	3
OTEC 16625	BUSINESS PRESENTATIONS	3
OTEC 16639	DATABASE APPLICATIONS	3
OTEC 26611	SPREADSHEET APPLICATIONS	3
OTEC 26640	CURRENT TECHNOLOGIES	3
Minimum Total Credit Hours:		21

Graduation Requirements

Minimum Certificate GPA
2.000

- Students must complete a minimum of 15 credit hours of the certificate curriculum at Kent State University.
- Maximum 6 credit hours of transfer credits may be used as long as letter grades appear on original transcripts.

Proposal Summary
[Office Software Applications Inactivation]

Description of Action, Including Intended Effect

Due to low enrollment in the Office Software Applications Certificate, a recommendation has been brought to my attention to inactivate the program. This was established in 2010 and has had only a few students enrolled. The courses within the certificate would be better suited for a minor within the Office Technology Program. A new minor would be in the best interest of the students.

The Office Technology (OTEC) Program will continue to be offered fully online, and at Ashtabula, Salem, Trumbull & Tuscarawas Campuses. Inactivating the certificate will not affect the total credit hours of the Office Technology Program.

(Please see attached Office Software Applications Certificate)

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)
Inactivating the Office Software Applications Certificate will not have any impact on other programs because of the low student enrollment incurred in the certificate.

Fiscal, Enrollment, Facilities and Staffing Considerations
There are no fiscal considerations currently. There are not any expenses incurred regarding inactivation of this certificate.

Evidence of Need and Sustainability if Establishing
N/A

Provisions for Phase-Out if Inactivating
Inactivation of Office Software Applications Certificate
Fall 2020

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*
Fall 2020

Proposal Summary
[Optional course- BSCI-21010 Anat. & Phys. I as part of the Medical Billing Certificate]

Description of Action, Including Intended Effect

This proposal provides students with the option to enroll and successfully complete BSCI 21010 Anatomy & Physiology I as an option for completing the Medical Billing Certificate. Instead of waiving BSCI 10001 Human Biology and submitting an exception form for BSCI 21010 Anatomy & Physiology I, including this course as an option will eliminate the need for such forms. As a result, manual exceptions will not have to occur. This course is helpful especially for those students who have the desire to sit for the Certified Coding Associate exam (CCA). Please see attached Medical Billing Certificate Program requirements.

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

There are existing faculty in place for teaching the Medical Billing Certificate courses. No additional resources will be required.

There are no prerequisites for BSCI 21010 Anatomy & Physiology I.

Fiscal, Enrollment, Facilities and Staffing Considerations

There are existing faculty in place to teach BSCI 21010 Anatomy & Physiology I.

Evidence of Need and Sustainability if Establishing

There are students who have completed BSCI 21010 Anatomy & Physiology I, that have the desire to enter into the Medical Billing Certificate Program. These students transfer in from other programs including nursing, Medical Terminology and other biological science programs. There are also students who want to enroll in this course because of career fulfillment and self- fulfillment.

Provisions for Phase-Out if Inactivating
N/A

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*
Fall 2020

Proposal Summary
[Office Software Applications Minor]

Description of Action, Including Intended Effect

In order to provide students with a competitive advantage within the Office Technology field, a recommendation for a new minor in the Office Technology (OTEC) Degree Program is being proposed. This proposal entails using the Office Software Applications Certificate courses for the proposed minor. Students will enhance their skills and knowledge with the use of current software applications and technology. This not only increases their marketability in the workplace, but also broadens their skills within the office technology field. This provides students the opportunity to pursue a field of interest within their major. The Office Software Applications Minor will be displayed on a student's transcript.

The flexibility for students will continue with web-based courses for the new minor, where commuting may not be feasible. The Office Technology (OTEC) Program will continue to be fully offered online, and at Ashtabula, Salem, Trumbull & Tuscarawas Campuses.

(Please see attached Office Software Applications Minor requirements)

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

The online format using Blackboard Learn has already existed for the Office Technology (OTEC) Program. There are existing faculty in place for teaching the office software applications courses. These courses are also part of the Office Technology (OTEC) Program.

Fiscal, Enrollment, Facilities and Staffing Considerations

Existing faculty have already been teaching web courses using Blackboard Learn. Faculty have either attended Blackboard workshops or "Quality Matters" workshops. The Office Software Applications courses have been offered within the OTEC Degree Program; therefore, enrollment has been sustainable.

There are no fiscal considerations currently, because students supply their own computer resources for web-based courses. There are not any expenses incurred regarding classroom facilities or resources.

Evidence of Need and Sustainability if Establishing

There has been consistent enrollment within the online Office Technology Program. Students are attracted to the flexibility and convenience of this format, where commuting may not be feasible.

The Office Software Applications Minor provides the breadth and depth of skills and knowledge within the Office Technology Program. Personal fulfillment may also be achieved as students focus in on their career objectives.

Provisions for Phase-Out if Inactivating
N/A

Timetable and Actions Required: *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*
Fall 2020

Warther's Christmas Tree Committee Meeting (Community Engagement)

September 17, 2019

Present: Denise McEnroe-Petitte (recorder), Maria Feik, Don Gerbig, Kim Watt, Jackie Williams, Toni Ferrittop, Chad Conrad, Cherie Bronkar, Tammie Beaber,

Absent: Joan Lappin, Beth Knapp, Mistey Bailey, Paul Dykshoorn, Laurie Barcus

Members of last year's committee were invited to the meeting. Anyone knowing others that want to help were encouraged to ask them to join us at future meetings and let Denise know so invites can be sent out.

Discussion about having this project be a yearly activity for the campus. All agreed to this. It is a good way to market KSUT and give back to the community.

Thoughts about this year's theme with all agreeing to focus on the 50th year for nursing at the campus.

Chad offered that he has completed the paperwork for this activity. The tree will need to be ready by Nov. 11, 2019 as it will be picked up here and taken to Warther's for the event which begins Nov. 15, 2019.

Toni and Chad picked up a tree and some ornaments today at the UH auxiliary facility. Blue and gold will be the colors we will use. Last year, a wreath was also made with plans to do the same this year.

Tom and Joan Lappin will put the tree together once Chad firms up the area where we will be able to work in.

Those present suggested various ornaments that could be used on the tree for nursing. Tammie will send out some examples to all to review. If anyone finds other examples, please send to Maria. Maria (she will talk with Paul also) will see what they can make with the Makerspace.   Samples of ornaments will be ready for our next meeting to decide on what we want to use.

Denise will talk with Laurie about making a tree skirt as she did last year.

Discussion was held about allowing staff to assist with this project. Comment were made that Steve and Cherie are OK with it. Denise will talk with Joan (I did and she is fine with it).

Chad will investigate the budget for this project. Denise offered that in the past, Community Engagement has a budget for a luncheon and student worker which has not been utilized for a few years. Perhaps this is still available.

Next meeting will be Tuesday Oct. 1, 2019 at 3P in the nursing conference room.

Dr. Denise McEnroe-Petitte, RN

Community Engagement Coordinator

ALC committee- September 25, 2019 meeting

In attendance: Cherie Bronkar, Ginger Bihn-Coss, Tony Dallacheisa, Ashley Galati, Amanda Hayes

1. Cherie- news/ events /concerns in the ALC that faculty should be aware of…
   - Cherie and Tammy are teaching 4 sections of DKS- altering some assignments; exposing them to trainings, student events, etc.
     - Large attendance at USG meeting, ALICE training
2. Workshops in the ALC this semester
   - October- 16 (MLA), 23(APA), 30 (Plagiarism)
     - Offer extra credit? Encourage attendance?
     - Suggestions from faculty RE other workshops: how to conduct research? Microsoft office usage (esp. converting from google docs)?
   - Also planned: Lifeskills workshop series at noon- toilet clogs? Cooking on budget, check your oil, change a tire
     - If Faculty have ideas/ want to be involved? Let Cherie now
   - Lastly, it is being discussed if faculty could share their research- talk about an article/ book- in the ALC at noon ?
     - Amanda- presenting in October
   - Ashley: brought up the idea of Incentives- to attend a workshop, makerspace, writing center, consult with librarian→ money on flashcard for copies and/or food?
     - ?? might be a win-win- help attendance/ involvement in ALC; help students with financial stress
     - Need to work out details; cost
3. Core Book collection
   - Cherie- Ordered 15 more core texts
   - If faculty want core texts ordered- contact her
4. Makerspace- workshops
   - Maria- Makerspace Mondays for students
   - Kent Makerspace – best in OHIO 😊 (GO KSU T!!)
   - Faculty in this committee→ makerspace workshop at a future meeting?
5. Reminder- faculty → money
   - $500 each faculty member- to spend in library, on Makerspace, etc.

?? Cherie- possibly on October 1 or 3- The Dead Files- coming to air at KSU Tusc. Library??

Discussion:

Charges of this committee:
2019 – 2020 Charges:
1. Continue to suggest workshops that benefit faculty and students. (2 above)
2. Respond as necessary to new program/course needs, accrediting agency recommendations, and program reviews.
3. Continue to develop the library's core text/textbook collection for student use. (3 above)
4. Continue to investigate ways that the library can become better known by, and better meet the needs of, the surrounding community.

How to get community involved?
- Ginger: Maria is really taking charge with this RE Makerspace
- Tony: sees events listed in community about events at Dover/ NP libraries—should we do same?
- Ginger: perhaps we could at least publicize events already scheduled? We also discussed possibility last year of brining in some of the students who attend PAC events?

5. Investigate ways, in coordination with the Student Affairs Committee, which would encourage more student use of the Library's Maker's Space.

Ashley: Colloquium- make posters using MakerSpace

All: Other faculty- do use it; perhaps remind faculty or have them brainstorm ways they might incorporate it into student projects?

Student Colloquium on Research, Scholarship, and Creative Activity

Kent State University Tuscarawas Announces Opportunities for Student Research and Creative Activity during the 2019-2020 Academic Year

Objective: The goals of the Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity ("Student Colloquium") are to:
- introduce students to the skills and methodologies required for research (e.g., analytical, empirical, theoretical, basic, applied) and creative activities (e.g., graphic or costume design, performance, short stories, poetry) in a given academic discipline;
- engage motivated students in research and creative activities under the guidance of an expert (faculty mentor);
- provide students with the opportunity to expand their academic involvement and experience;
- strengthen collaboration among faculty and students by providing resources for projects of mutual interest; and
- facilitate students' intellectual and/or professional growth.

Opportunities: The above goals can be met as part of one of the following opportunities (tiers linked to funding):
- Research/Creative activities conducted outside the classroom; original projects in which students do not receive credit (tier 1)
- Research/Creative Activities conducted as part of a KSU Tuscarawas course (tier 2)

Eligibility and Scope: Students currently enrolled at Kent State University Tuscarawas and in good standing are eligible to submit applications. Projects must be mentored by a KSU Tuscarawas faculty member. Funding will be distributed after Student Affairs Committee approval, announced no later than Friday, November 29, 2019, and will conclude with formal presentations at a public colloquium to be held on the Tuscarawas Campus: **Monday, April 13, 2020, at 7:00 PM in the Science and Technology Center, room 126.**

Process and Procedures:
- Students interested in participating in the 2019-2020 Student Colloquium should collaborate with a Kent State University Tuscarawas faculty mentor to prepare a project proposal. *Projects which include more than one student must include proposals from each student indicating their individual contributions* (requirements below).

- Proposals must be submitted, to the Committee Chair, Dr. Wensheng Kang, **by 5:00pm on Friday, November 15, 2019.** Proposals may be submitted to Dr. Kang electronically, in .pdf or MS Word format, at wkang3@kent.edu, or in hard-copy, room ST-152, Science and Technology Center. **Proposals must include all of the information requested on the attached application form.** Incomplete proposals may be rejected.

- Students and faculty mentors will be notified of the status of their proposals by **November 29, 2019**.

- Projects involving the use of human or animal subjects requires ethics training (CITI) and approval of the Institutional Review Board (IRB). Please be sure to complete these requirements as early as possible, as they are both time-intensive.

- The faculty mentor(s) of students invited to participate in the Student Colloquium will submit a brief progress summary or outline to the Committee by **February 28, 2020.**

- The Student Colloquium will provide funds for materials associated with completing the research or creative activity; depending on the type of project (based on the tier), the funding restrictions will vary. *In all cases, the maximum amount of funding is not guaranteed, but is contingent on the number of funding requests received.*
    - Funding for Tier 1 projects (original research/creative activity) is limited to $1000 per project.
    - Funding for Tier 2 projects (research/creative activity conducted as part of a course) is limited to $500 per project.

- Students will present their projects, in accordance with disciplinary standards (symposium and/or poster), at the public Student Colloquium to be held at the Kent State University Tuscarawas campus on Monday, April 13, 2020, at 7:00 PM.

- The final project should reflect your discipline's and specific project's outcomes, and may be in any of the following formats: a formal paper (using a standard professional format such as APA or MLA), a final product produced during the creative activity, or the electronic medium (e.g., PowerPoint, Prezi) which accompanied the symposium presentation. Students must submit a final project to the Committee and their faculty mentor by **May 1, 2020**.

- Students may create a professional poster related to their final project, with input/direction from their faculty mentor, for display at the Student Colloquium and on the Kent State University Tuscarawas campus. Templates will be available from the Committee for student use, and printing is available free of charge in the Maker's Space found in the Academic Learning Commons.

Timeline

November 15, 2019   Final date to submit proposals
5:00 PM

November 29, 2019   Students and mentors notified of decisions and need for revisions
5:00 PM

December 6, 2019   Deadline for submitting revisions
5:00 PM

February 28, 2020   Progress summary/outline due
5:00 PM

April 13, 2020   Kent State University Tuscarawas Student Colloquium on
7:00 PM   Research, Scholarship, and Creative Activity

May 1, 2020   Last day for students to submit final projects and/or posters to
5:00 PM   the Committee; and final projects to the Faculty Mentors

Kent State University Tuscarawas
2019-2020 Student Colloquium Proposal Form

Please type or neatly print the following information:

Full Name: _____

Address: _____

E-mail: _____ Phone: _____

Major: _____ GPA: _____

Faculty Mentor: _____

Project Title: _____

On separate sheets of paper, please type your project proposal in twelve-point font. Use double spacing with at least one-inch margins on all sides. Please restrict your proposal to no more than five pages; use appendices if necessary. **ENSURE THAT YOUR PROPOSAL FOLLOWS THE GUIDELINES BELOW:**

1. **Project Description:** *Clearly discuss 1) the objectives of the proposed project, 2) how you plan to carry out the project, and 3) why engaging in this project is important to your intellectual and/or professional growth. This portion of the proposal should make clear the aims, methods, and scope of the project, as well as any suspected impacts of this project on your field of study.*

2. **Project Timeline:** *Provide a step-by-step plan for achieving your objectives, including projected dates for completion of each step.*

3. **Project Budget:** *Provide an estimated budget for the anticipated expenses after consulting with your mentor. Be as specific as possible. If your project does not require funding, please state this as well. (Funding is subject to availability)*

4. **The proposal should be between one and five pages long including the description, timeline, budget, and any figures or tables. The bibliography/references should be on a separate page.**

Use this page as the cover sheet for your project proposal after obtaining your faculty mentor's signature.

_____   _____
Student Signature   Date   Faculty Mentor Signature   Date

Please submit completed proposals to Dr. Wensheng Kang,
Chair, Student Affairs Committee, by November 15, 2019 at 5:00pm.

Date received by Student Affairs Committee Chair: _____

Student Affairs Committee Members: Kurt Eisermann; Mariann Harding; Wensheng Kang; Justin McCrea; Dhruba Panthi; Roshinee Perera; Chitra Rajagopal; Joe Vanfossen

Student Travel Application

Kent State University Tuscarawas Announces Opportunities for
Funding Student Travel during the 2019-2020 Academic Year

Purpose: The purpose of the Kent State University Tuscarawas Student Travel Fund is to allow students to expand their learning experience beyond the classroom via off-campus academic activities including, but not limited to: field trips, study abroad opportunities, and travel to museums or historic sites.

Note: This funding opportunity is not intended to support student travel to conferences for the purpose of presenting; please see the Student Conference Funding application instead.

Eligibility and Scope: All current students at Kent State University Tuscarawas are eligible. A Faculty member of the Tuscarawas Campus must coordinate the trip, and, when appropriate, a university representative should aim to accompany students. Students must coordinate with a faculty member to complete an application, either for a group of students or a single student, before submitting their application to the Chair of the Student Affairs Committee. When a group of students is engaged in travel, each student is required to provide a statement on the impact of the trip for their professional development as part of the application. An approval or denial decision will be sent to students and their faculty coordinator after review of applications by the Student Affairs Committee. Each year, two sessions will take place, one session during the Fall semester and a second session during the Spring semester.

Deadline:
- Fall session: November 1, 2019 at 5:00pm, for trips taking place during the Fall semester of academic year 2019-2020.
- Spring session: March 13, 2020 at 5:00pm, for trips taking place during the Spring or Summer semester of academic year 2019-2020.

Process and Procedures:
- Trips must be coordinated by a Kent State University Tuscarawas Faculty member; and when appropriate, a faculty representative should aim to accompany students at the activity.

- Proposals must be submitted to the Committee Chair, Dr. Wensheng Kang, by **November 1, 2019 and March 13, 2020, respectively.** Proposals may be submitted to Dr. Kang electronically, in .pdf or MS Word format, at wkang3@kent.edu, or in hard-copy, room ST-152, Science and Technology Center. **Proposals must include all of the information requested on the attached application form.** Incomplete proposals may be rejected.

- Applicants will be notified of the status of their requests by **November 8, 2019 and March 20, 2020, respectively**. Typically, funds will be available after approval is given.

- Travel arrangements must be made with the Business Office (ideally) before the trip to ensure that University policies are met and liabilities are minimized. Please contact Waliah Poto at wpoto@kent.edu or call 330-308-7403.
    - This includes vehicle rental, air transportation, meals, registrations, hotels, etc.
    - Please save all receipts from your travels.

- The absence authorization/expenditure estimate must be submitted with the student travel fund form. Electronic forms are available through the Business Office (please contact Waliah Poto at wpoto@kent.edu).

- Hold harmless forms must be filled out by the faculty member for any travel. The hold harmless form is online at https://www.kent.edu/generalcounsel/hold-harmless-data-form

- Funds are up to $800 per application. This maximum amount is not guaranteed, but contingent on the number of funding requests received and in appropriate increments as determined by the Committee. Additionally, funds allocated may depend on the number of students involved in the trip and the travel distance.

- Students have the option to present the information learned during a trip at the annual Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity or through an individual poster display. Individual poster displays will be coordinated through the Chair of the Student Affairs Committee.

Timeline:

Fall 2019

November 1, 2019 at 5:00pm	Final date to submit funding requests for Student Travel
November 8, 2019 at 5:00pm	Faculty & students notified of decisions

Spring and Summer 2020

March 13, 2020 at 5:00pm	Final date to submit funding requests for Student Travel
March 20, 2020 at 5:00pm	Faculty & students notified of decisions

For Presenting Findings/Sharing Newly Learned Information

April 13, 2020 **7:00pm**	Kent State University Tuscarawas Student Colloquium on Research, Scholarship, and Creative Activity
TBA	Individual posters to be displayed on the Tuscarawas Campus (coordinated with the Committee Chair)

Please neatly print the following information:

*Full Name: _____

Address: _____

E-mail: _____   Phone: _____

Course name and number: _____

Course Instructor: _____

(*): For a group of students, the Instructor is required to provide a list of all students participating on the trip.

Location: _____

Mode of travel: _____

Date of the trip: _____

Amount requested: $_____

On separate sheets of paper, please type a description of the trip in no less than twelve-point font. Use double spacing with at least one-inch margins on all sides. Please restrict your proposal to no more than five pages; use appendices if necessary. **ENSURE THAT YOU FOLLOW THE GUIDELINES BELOW:**

1. **Reason(s) for trip:** in no more than 150 words, explain the general purpose of the trip.
2. **Trip Description:** in no more than 250 words, explain what event(s) the participants will be engaged in and *how* this experience will further the learning of participants beyond the classroom.
3. **Budget:** On a separate document, include a detailed budget for this trip including information about lodging, food, travel arrangements, etc.

Use this page as the cover sheet for your travel proposal after obtaining your faculty mentor's signature.

_____   _____
Student Signature   Date   Faculty Signature   Date

Please submit completed proposals to Dr. Wensheng Kang, Chair,
Student Affairs Committee, by November 1, 2019 and March 13, 2020 at 5:00pm.

Date received by Student Affairs Committee Chair: _____

Student Affairs Committee Members: Kurt Eisermann; Mariann Harding; Wensheng Kang; Justin McCrea; Dhruba Panthi; Roshinee Perera; Chitra Rajagopal; Joe Vanfossen