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Undergraduate Curriculum and Academic Policy Committee

Minutes of March 8, 2006 Meeting

Present: Candace Cherrington, Jeanne Fraker, Krystal Karshner, Nathan Klingbeil, Charles Larkowski, Carol Loranger, Joe Law, Jerry Clark (for KT Mechlin), Bobbie Pohlman, Tom Sav, Carol Wagner-Williams, Karen Wilhoit. Guests: Joyce Hail (Registrar's Office).

Approved Minutes of February 8, 2006.

UCAPC Subcommittee Reports

Writing Across the Curriculum Committee (WAC) -- Joe Law, Chair, No Report.

University General Education Committee (UGEC) -- Susan Carrafiello, Chair, forwarded the committee activities and actions taken per the the following minutes:

[UGEC Minutes, February 22, 2006](#)

Undergraduate Academic Program Review Committee (UAPRC) -- Rudy Fichtenbaum, Chair, reported that the committee will meet early in the next quarter to begin its first round of academic program reviews..

Course Inventory and Modification Requests

CECS

Approved Modifications: CEG 402, CS 410*, CS 466

Modifications Tabled: EGR 101**

* Being cross listed with MTH 410, the CECS will contact the COSM so that the same modification can be submitted for MTH 410.

** The CECS and the COSM agreed to Table (until the April UCAPC meeting) the proposal to make EGR 101 a permanent course until discussion at the initiative of the CECS to meet with the COSM can proceed per the 2004 agreement between the two colleges to install EGR 101 on a temporary two-year approval (refer to the UCAPC Minutes, January 12, 2004).

CEHS

Approved Modifications: EDL 303, EDL 304

COBA

Approved Inventories: FIN 400*, FIN 404, FIN 505, FIN 406

* The committee made minor modifications to the catalog description.

COLA

Approved Inventories: AFS 402, AFS 403, PLS 367, TH 238, TH 239, COM 102, COM 104*, COM 111, COM 133, COM 141, COM 221 (2), COM 232, COM 335, COM 340, COM 343, COM 370, COM 445, COM 452*, COM 475, COM 489

Approved Modifications: PLS 367, COM 101, COM 152, COM 333, COM 400, COM 432*, COM 446,

COM 447*, COM 448*, COM 451*, COM 453*

*Per the approval of the Chair, Department of Communication, the committee modified the title for catalog and/or the title for student record.

COSM

Approved Inventories: ANT 434, BIO 434, EH 434

Program Changes

COBA

Approved

B.S.B.A. Finance

COLA

Approved

B.A. Communication Studies*

B.A. Mass Communication

B.A. Organization Communication*

B.A. Liberal Studies**

B.F.A. Theatre (Acting and Acting/Musical)

* Per the approval of the Chair, Department of Communication, the committee changed the program elective hours from 49-57 to 48-56 so that the total degree hours remain as intended at 192.

** The committee made minor changes to the wording of the portfolio section.

Honors Program

Approved

General Studies Honors Scholar

New Programs

COLA

Approved

Certificate in Public & Social Service Transportation*

Adjourned: Next meeting March 8. Winter Quarter Meetings and other Schedules as follows:

UCAPC Meeting	UCAPC Submission Deadline (No Exceptions: receipt after forwards to the next meeting)	Faculty Senate Meeting New Business	Faculty Senate Meeting Old Business
Current Meeting March 8		April 3	May 1
April 13, 12:15 p.m.	March 31, 12:00 Noon	May 1	June 5
May 18, 12:15 p.m.	May 5, 12:00 Noon	June 5	Fall 2006

Minutes of the University General Education Committee
February 22, 2006

Chair Susan Carrafiello called the meeting to order at 3:30 in 238 Millett Hall. Attending were Dan Ketcha, Mindy Diesslin, Jeanne Fraker, Dave Reynolds, Mary Kenton, Carol Endres, and guest, Joyce Howes. The minutes of the February 3 meeting were approved.

Joyce Howes was present to answer any questions about the changes in the General Chemistry sequence. The changes were approved as submitted and clarified.

The committee approved the following statement with regard to the application of Advanced Placement (AP) credit:

Students who score at or above designated minimums on Advanced Placement (AP) examinations will be granted credit applied to degree requirements using the same guidelines which govern the application of transfer credit.

The committee further recommends that UCAP review the policies and practices of regarding the Advanced Placement Program and the International Baccalaureate Program at Wright State University with the goal of generating a written statement for public distribution.

The committee approved the request from Engineering and Computer Science to remove EGR 190 as an approved college component course and replace it with any COLA Area VI for Computer Science majors only.

After having a chance to review the Area I Writing Assessment Report, members offered several comments. First, it was a good report—thorough and straightforward, though sobering. The members look forward to seeing the Plan for Improvement. The members also received the Area I: Mathematics and Statistics Assessment Report. It too was sobering. The report may need to be reformatted for final submission.

The meeting adjourned at 4:15. No new meeting date was scheduled. The chair will contact members if new business necessitates additional meetings.

RAJ SOIN COLLEGE OF BUSINESS
Department of Finance and Financial Services
B.S. in Business
Finance Major
May 2005

Current Program		Proposed Program	
	Hours		Hours
I. General Education	48	I. General Education	48
Required Substitutions:		No change	
Area One: Mathematics (counted in Section II) 4 hrs			
Area Three: Economics (counted in Section II) 4 hrs			
Area Six: College Component: EC 290 or FIN205 4 hrs			
II Business Core Requirements	79	II. Business Core Requirements	79
MTH 129, 228 (substitution for GE, MTH 145)	8	No change	
EC 204, 205 (substitution for GE Area Three, EC 200)	8	No change	
Other Business Required Core Courses (see College of Business Core Requirements)	63	No change	
III Finance Major Requirements	28		24
ACC 307 – Intermediate Accounting I	4	Delete FIN 419 from Requirements	
ACC 308 – Intermediate Accounting II	4		Keep as elective.
FIN 311 – Financial Management II	4		
FIN 401 – Investing in Securities	4	ACC 307 – Intermediate Accounting I	4
		ACC 308 – Intermediate Accounting II	4
FIN 418 – Financial Management III	4	FIN 311 – Financial Management II	4
FIN 419 – Financial Management IV	4	FIN 401 – Investing in Securities	4
		FIN 418 – Cases In Finance	
FIN 490 – International Financial Mgt.	4	(name change)	4
		FIN 490 – International Finance	4
IV Finance Electives	12	Finance Electives	16
		(Change: Add one Elective)	
V Business Electives	12	Business Electives	12
VI. Non-Business Electives	8	VI. Non-Business Electives	8
Total	187	Total	187

**College of Liberal Arts
Program Requirements Change**

Department: _____ Communication _____

Major Program: _____ BA in Communication Studies _____

Certificate Program: _____

Current	Hours	New	Hours
General Education:	56	General Education:	56
Departmental Requirements Department Core: Com 101 Essentials of Public Address (3) Com 102 Essentials of Interpersonal Comm. (3) Com 200 Writing to Communicate (4) Com 400 Senior Seminar (2) Major Core: COM 141: Small Group Communication (3) Com 152: Intro to Mass Communication (3) COM 333: Persuasion (4) COM 335 Survey of Rhetorical Theory (4) COM 401: Communication Theory (4) COM 449: Communication Research (4) Communication Electives: 21 Hours	55	Department Requirements Department Core: Com 101 Essentials of Public Address (4) Com 104 Human Communication (4) Com 152 Intro to Mass Communication (4) Com 200 Writing to Communicate (4) Com 400 Senior Portfolio (2) Complete One of the Following: Com 432 Race, Class, and Gender (4) or Com 457 Intercultural Communication (4) Major Core: COM 221: Speaking in Professional Contexts (4) COM 333: Rhetorical Theory and Persuasion (4) COM 401: Communication Theory (4) COM 130/330: Communication Activities (2) Complete the one not taken above: COM 432 Race, Class and Gender (4) or COM 457: Intercultural Communication (4) Four of the following courses: COM 325: Health Communication (4) COM 365 Issues in Mass Communication COM 439 Freedom of Speech (4) COM 441: Advanced Interpersonal Comm. (4) COM 443: Interviewing (4) COM 446: Organizational Comm. Theory (4)	56
Foreign Language and Research Methods	24-32	Foreign Language and Research Methods	24-32
Electives	50-58	Electives	48-56
Total	192	Total	192

**College of Liberal Arts
Program Requirements Change**

Department: _____ Communication _____

Major Program: _____ BA in Mass Communication _____

Certificate Program: _____

Current	Hours	New	Hours
General Education:	56	General Education:	56
Departmental Requirements Department Core: Com 101 Essentials of Public Address (3) Com 102 Essentials of Interpersonal Comm. (3) Com 200 Writing to Communicate (4) Com 400 Senior Seminar (2) Major Core: Com 152 Intro to Mass Communication (4) COM 256: Basic Media Writing (4) COM 358: Emerging Comm. Technologies (4) COM 411: Performance for the Media (4) COM 462: Mass Media: Law & Regulation (4) COM 130/330: Communication Activities (2) Specializations/Tracks: Complete One Broadcasting COM 253: Basic Video Production (3) COM 360: Broadcast Journalism (4) COM 460: Prog. & Mgt. of Electronic Media (4) COM 464: Broadcast Criticism (4) Print Journalism 16 Hours COM 364: Communication Graphics (4) COM 366: Advanced Newswriting (4) COM 454: Feature Story Writing (4) COM 458: Editing of the Media (4) Public Relations 16 Hours COM 345: P. R.: Principles and Practices (4) COM 346: P. R. Campaign Techniques (4) COM 347: P. R. Case Studies (4) COM 449: Communication Research (4) Visual Communication 16 Hours ART 206: Drawing (4) ART 209 Intro to Color (4) COM 364: Graphic Communication (4)\ ENG 347 Desktop Publishing and Technical Graphics (4) Communication Electives: 6-7 Hours	55	Department Requirements Department Core: Com 101 Essentials of Public Address (4) Com 104 Human Communication (4) Com 152 Intro to Mass Communication (4) Com 200 Writing to Communicate (4) Com 400 Senior Portfolio (2) Complete One of the Following: Com 432 Race, Class, and Gender (4) or Com 457 Intercultural Communication (4) Major Core: COM 256: Basic Media Writing (4) COM 358: Emerging Comm. Technologies (4) COM 411: Performance for the Media (4) COM 462: Mass Media: Law & Regulation (4) COM 130/330: Communication Activities (2) Specializations/Tracks: Complete One Broadcasting COM 253: Basic Video Production (3) COM 360: Broadcast Journalism (4) COM 460: Prog. & Mgt. of Electronic Media (4) COM 464: Broadcast Criticism (4) Print Journalism 16 Hours COM 364: Communication Graphics (4) COM 366: Advanced Newswriting (4) COM 454: Feature Story Writing (4) COM 458: Editing of the Media (4) Public Relations 16 Hours COM 345: P. R.: Principles and Practices (4) COM 346: P. R. Campaign Techniques (4) COM 347: P. R. Case Studies (4) One of the following: COM 364: Communication Graphics (4) COM 366: Advanced Newswriting (4) COM 454: Feature Story Writing (4) COM 458: Editing of the Media (4) Visual Communication 16 Hours ART 206: Drawing (4) ART 209 Intro to Color (4) COM 364: Graphic Communication (4) COM 368: Photographic Communication (4)	56
Foreign Language and Research Methods	24-32	Foreign Language and Research Methods	24-32
Electives	50-58	Electives	49-57
Total	192	Total	192

**College of Liberal Arts
Program Requirements Change**

Department: _____ Communication _____

Major Program: _____ BA in Organizational Communication _____

Certificate Program: _____

Current	Hours	New	Hours
General Education:	56	General Education:	56
Departmental Requirements Department Core: Com 101 Essentials of Public Address (3) Com 102 Essentials of Interpersonal Comm. (3) Com 200 Writing to Communicate (4) Com 400 Senior Seminar (2) Major Core: COM 141: Small Group Communication (3) COM 152: Intro to Mass Communication (3) COM 446: Intro to Organizational Comm. (4) COM 447 Org. Comm. Applications & Strategy (4) COM 448: Cases Studies in Org. Comm. (4) Five of the following: COM 325: Health Communication (4) COM 340: Effective Listening (4) COM 343: Comm. & Human Relations (4) COM 345: PR Principles & Practices (4) COM 346: PR Campaign Techniques (4) COM 347: Public Relations Case Studies (4) COM 432: Gender & Communication (4) COM 441: Advanced Interpersonal Comm. (4) COM 443: Interviewing (4) COM 445: Conference Leadership (4) COM 449: Communication Research (4) COM 451: Comm. Training and Consulting (4) COM 453: Communication and Conflict (4) COM 455: Nonverbal Communication (4) COM 457: Intercultural Communication (4) Communication Electives: 5 Hours	55	Department Requirements Department Core: Com 101 Essentials of Public Address (4) Com 104 Human Communication (4) Com 152 Intro to Mass Communication (4) Com 200 Writing to Communicate (4) Com 400 Senior Portfolio (2) Complete One of the Following: Com 432 Race, Class, and Gender (4) or Com 457 Intercultural Communication (4) Major Core: COM 221: Speaking in Professional Contexts (4) COM 401: Communication Theory (4) COM 451: Training (4) COM 130/330: Communication Activities (2) Complete the one not taken above: COM 432 Race, Class and Gender or COM 457: Intercultural Communication (4) One of these specializations: Strategic Communication COM 446: Organizational Comm. Theory (4) COM 447: Relationships in Organizations (4) COM 448: Organizational Leadership (4) COM 452 Consulting (4) Organizational Conflict Management COM 370: Dispute Resolution (4) COM 447: Relationships in Organizations (4) COM 453: Negotiating and Bargaining (4) COM 475: Dispute System Design (4) Training and Consulting COM 443: Interviewing (4) COM 446: Organizational Comm. Theory (4) COM 449: Research (4) COM 452 Consulting (4)	56
Foreign Language and Research Methods	24-32	Foreign Language and Research Methods	24-32
Electives	50-58	Electives	48-56
Total	192	Total	192

Proposal for a Change in Requirements for an Existing Program
January 19, 2006

- I. B.A. in Liberal Studies. College of Liberal Arts.**
- II. Program Changes.** We are proposing as an additional requirement for our program a portfolio of three term papers to be submitted for review in order to enable us to do future program assessments. All current program requirements will remain unchanged. These include a core of 24 credit hours, eight each from the humanities, fine arts, and social sciences and a concentration of 36 hours of upper division coursework, approved by the Liberal Studies program. In addition we have related requirements of 12 hours, called the professional component, coursework designed to enhance a student's chances for employment or career advancement and 8 hours of interdisciplinary courses, coursework which transcend a single field of study.

The new requirement would be that each Liberal Studies major submit a portfolio of three term papers written to meet course requirements in the courses they have taken. One paper should be written in their sophomore year and two written in their junior or senior year. This will enable us to track improvement over time. Also, if possible, one paper should come from a course meeting our interdisciplinary studies requirement, or if such a paper is unavailable, then at least two of the three papers must come from different disciplines. This should enable us to better assess the student's ability to perceive issues from an interdisciplinary perspective.

On page 133 of the current undergraduate catalog we will add a new paragraph under *Major Requirements* outlining the required submission of the portfolio. The Liberal Studies Committee will approve the wording of the paragraph following the approval of this proposal.

Rationale. The Liberal Studies major is not in a specific department and does not offer courses on its own. Rather, we make use of existing courses offered by the departments within our college or as explained above. When we initially proposed this major the current system of program assessment had not yet been initiated. While two majors had graduated previously, last June was really the first time we had a substantial number of graduating seniors, four. (In four years we have grown from no majors at all to about 88.)

We based this year's assessment on two things, exit interviews and term papers which we asked our graduating seniors to submit voluntarily. However, in the future, we will need to formalize this as a requirement, to insure that students will submit these papers and we will be able to review them for program assessment. Note that this requires no additional academic work from the students; the papers

are already written. Also any evaluations of the papers will be for program assessment only and will not impact the students' GPAs.

III. Transition Plan.

We currently communicate with our students via the Political Science Department newsletter, which goes to Liberal Studies majors as well. We will inform them in our current newsletter that we are proposing this requirement and that if it passes they will need to submit the portfolio. Assuming no problems in the curriculum process, once approval is granted, we will send a letter by regular mail to each of our majors to inform them that the change is in effect. The Liberal Studies Committee will retain the power to lessen or cancel this requirement for at least three years, in case students are unable to submit the papers as specified above, particularly the one to have been written in the sophomore year. Our flyer, check sheet, and web site will be modified to reflect the new requirement and copies of the new check sheet will be distributed to our majors.

IV. Curriculum Coordination

We will notify all department chairs in the College that we are proposing this requirement and ask for comments and suggestions prior to submitting this to the college's curriculum committee.

V. Resource Coordination

No computing or library resources are involved in this proposal.

Mark Sirkin
Director, Liberal Studies Program

Each student must submit a portfolio of three term papers written to meet requirements in courses previously taken for the major. One paper should be written in the sophomore year and two written in the junior or senior year. One paper should come from a course meeting the interdisciplinary studies requirement, or, if such a paper is unavailable, at least two of the three papers must come from different disciplines. The papers will help to assess the student's ability to perceive issues from an interdisciplinary perspective.

College of Liberal Arts
Program Requirements Change

Department: _____ **Department of Theatre Arts** _____

Major Program: _____ **Acting** _____

Minor Program: _____

Certificate Program: _____

CURRENT	Hours	NEW	Hours
I. General Education		I. General Education	
Area I	12	No Change	
Area II	8		
Area III	8		
Area IV – TH 214	4		
Area (II, III, IV)	8		
Area V	12		
Area VI – TH 250	4		
TOTAL GENERAL EDUCATION	56	TOTAL GENERAL EDUCATION	56
II. Departmental Requirements		II. Departmental Requirements	
TH 102, 115, 116, 117, 120, 144, 145, 146, 215, 216, 217, 222, 240, 241, 242, 244, 245, 246, 254, 255, 256, 315, 316, 317, 340, 341, 342, 344, 345, 346, 347, 354, 355, 356, 380, 381, 382, 413, 440, 441, 442, 444, 445, 454, 455		TH 102, 115, 116, 117, 120, 144, 145, 146, 215, 216, 217, 222, 238* , 239* , 240, 241, 242, 244, 245, 246, 254, 255, 256, 315, 316, 317, 340, 341, 342, 344, 345, 346, 347, 354, 355, 356, 380, 381, 382, 413, 440, 441, 442, 444, 445, 454, 455 *proposed as a new required course (2 credits)	
TOTAL DEPARTMENTAL HOURS	98	TOTAL DEPARTMENTAL HOURS	102
III. Related Requirements		III. Related Requirements	
DAN 111, 112, 113		No Change	
TOTAL RELATED REQUIREMENTS	9	TOTAL RELATED REQUIREMENTS	9
IV. Foreign Language and Research Methods		IV. Foreign Language and Research Methods	
N/A		N/A	
V. Electives		V. Electives	
TOTAL ELECTIVES	29	TOTAL ELECTIVES	25
TOTAL	192	TOTAL	192

Notes:

College of Liberal Arts
Program Requirements Change

Department: _____ **Department of Theatre Arts** _____

Major Program: _____ **Acting/Musical Theatre** _____

Minor Program: _____

Certificate Program: _____

CURRENT	Hours	NEW	Hours
I. General Education		I. General Education	
Area I	12	No Change	
Area II	8		
Area III	8		
Area IV – TH 214	4		
Area (II, III, IV)	8		
Area V	12		
Area VI – TH 250	4		
TOTAL GENERAL EDUCATION	56	TOTAL GENERAL EDUCATION	56
II. Departmental Requirements		II. Departmental Requirements	
TH 102, 106, 107, 108, 120, 144, 145, 146, 157, 158, 159, 222, 240, 244, 245, 254, 255, 256, 257, 258, 259, 337, 338, 339, 344, 354, 355, 356, 357, 358, 359, 372, 373, 380, 437, 444, 457, 458, 459		TH 102, 106, 107, 108, 120, 144, 145, 146, 157, 158, 159, 222, 238* , 239* , 240, 244, 245, 254, 255, 256, 257, 258, 259, 337, 338, 339, 344, 354, 355, 356, 357, 358, 359, 372, 373, 380, 437, 444, 457, 458, 459 *proposed as a new required course (2 credits)	
TOTAL DEPARTMENTAL HOURS	93	TOTAL DEPARTMENTAL HOURS	97
III. Related Requirements		III. Related Requirements	
DAN 104, 105, 106, 121, 304, 305, 306, 207 or 307, 208 or 308, 209 or 309, 331, 332, 333 plus six credits from 300 or 400 dance of choice		No Change	
TOTAL RELATED REQUIREMENTS	31	TOTAL RELATED REQUIREMENTS	31
IV. Foreign Language and Research Methods		IV. Foreign Language and Research Methods	
N/A		N/A	
V. Electives		V. Electives	
TOTAL ELECTIVES	12	TOTAL ELECTIVES	8
TOTAL	192	TOTAL	192

Notes:

DATE: February 9, 2006

TO: Tom Sav, Chair, UCAPC

FROM: Susan Carrafiello, Director, University Honors Program

SUBJ: Change in GPA requirement for General Studies Honors Scholar designation

When the General Studies Honors designation was approved by Academic Council on June 2, 1986, the minimum GPA for graduation as a General Studies Honors Scholar was established at 3.4 to align with the GPA required for graduation cum laude.

To maintain consistency with the new university standard for graduation cum laude, the University Honors Program requests that the minimum cumulative GPA required for graduation as a General Studies Honors scholar move from 3.4 to 3.5 for students admitted for Fall 2006.

The University Honors Committee approved this change at its meeting on January 26, 2006.

Please see the attached document for details regarding the current and proposed policies.

Academic Policy: Graduating With General Studies Honors Scholar designation

Policy for students first enrolled at Wright State University and accepted into and actively participating in the Honors Program prior to Fall 2006

General Studies Honors Scholar

1. Complete six Honors courses with a grade of A or B. Three of the six Honors courses must be classified as General Education, one of the three must be chosen from the UH 201 (humanities), 202 (social sciences), and 203 (natural sciences) sequence.
2. Complete two UH 400 seminars with a grade of A or B. At least seven are offered each year.
3. Earn a cumulative grade point average of 3.4 or higher.

Policy for student first enrolled at Wright State University and accepted into the Honors Program beginning Fall 2006

General Studies Honors Scholar

1. Complete six Honors courses with a grade of A or B. Three of the six Honors courses must be classified as General Education, one of the three must be chosen from the UH 201 (humanities), 202 (social sciences), and 203 (natural sciences) sequence.
2. Complete two UH 400 seminars with a grade of A or B. At least seven are offered each year.
3. Earn a cumulative grade point average of 3.5 or higher.

Approved: Honors Committee, January 26, 2006

CERTIFICATE PROGRAM PROPOSAL

Public and Social Service Transportation Department of Urban Affairs & Geography

Contents:

1. I-X Certificate Program Proposal Criteria
2. Attachment 1: Letter from Ohio Department of Transportation (ODOT)
3. Attachment 2: ODOT contract providing internship support
4. Attachment 3: Department responses to certificate proposal
5. Attachment 4: CaTS and Dunbar Library responses to certificate proposal

CERTIFICATE PROGRAM PROPOSAL

I. Title of Program and College and Department Responsible for Administering the Certificate Program

Title: Certificate in Public and Social Service Transportation
College: Liberal Arts
Department: Urban Affairs and Geography

II. Objectives

Program Objectives

- ? Provide knowledge about transportation systems and administration functions within these systems.
- ? Develop management skills needed to plan, develop and implement transit services and programs.

Learning Objectives

- ? Learn how different institutional structures fund and provide transportation in rural and urbanized settings.
- ? Learn how to utilize administration principles to start-up, expand, improve, and implement public and social service transportation systems.
- ? Understand the role transportation plays in the social and economic health of a community.
- ? Learn to analyze the effectiveness of programs and services and forecast future demand.
- ? Become familiar with transportation administration practices through agency internships.

The Certificate in Public and Social Service Transportation emerges from the demand for individuals who have knowledge and skills specific to transportation administration. The certificate program will appeal to individuals currently working in public and nonprofit transportation services and social service transportation services and students who have goals to work in a transportation position for the public or private nonprofit sectors.

Transportation systems both in Ohio and across the country need quality managers and administrators. Individuals entering the transportation field generally lack transit-specific education and management skills. Transportation services are also a key function of many school districts and health and social services agencies. These service agencies also need individuals who can develop and manage transportation programs.

The demand for individuals educated in transportation policy and programs coincides with demographic and spatial change in the Dayton region, Ohio, and the nation. The population of people born between 1946 and 1964 accounts for almost one-third of the U.S. population and an even greater share of the population in Ohio and the Dayton

region. As this population retires from transportation positions a knowledge gap will exist. Of greater importance, as this population becomes older and less capable of driving private automobiles alternative transportation options will be needed and are already needed. Further, movement from densely populated areas to suburban and rural areas over the last forty years has increased the distance from households to necessities of life such as grocery stores and healthcare providers. These demographic and spatial patterns require public and private nonprofit agencies to plan, redesign, develop, expand and implement transportation services. The proposed certificate meets the educational needs of individuals who will manage and administer these transportation services.

The Ohio Department of Transportation sponsors a number of related workshops and training classes specifically for the social service and public transportation community. However, no academic programs exist in Ohio that address transportation administration related to transit systems and social services.

The Public and Social Service Transportation Certificate developed through a partnership between the Department of Urban Affairs & Geography (UAG) and the Ohio Department of Transportation (ODOT). This partnership is documented in the letter dated March 16, 2005 in Attachment 1. In 2004-05 and 2005-06 ODOT provided \$24,000 to the department to support student internships with transit organizations (see Attachment 2). The certificate program and curriculum also received advice and support from RLS Associates (a consulting firm serving the needs of public and private nonprofit transportation agencies nationwide) and Greene CATS. Department faculty reviewed the development of certificate through 2004-05 and approved the curriculum.

III. Program Description (Undergraduate Catalog Description)

The Certificate in Public and Social Service Transportation is open to all majors. The program focuses on the development and provision of transportation services in rural and urban settings. The curriculum emphasizes the role transportation plays in the social and economic health of a local community and Ohio in general. Transportation services include those provided by local and state governments and private nonprofit corporations. Students will gain an understanding of administration, decision-making, intersectorial and interorganizational collaboration, organizational development, resource allocation, and accountability within the context of developing and operating transportation systems.

IV. Admissions Requirements

Credit Hours Completed:	Junior standing or higher
Grade Point Average:	2.5 and higher
Prerequisites:	Complete Area One and Three of the General Education Requirements

V. Program Requirements

Students are required to complete 24 hours of coursework: 16 hours of required courses and 8 hours of electives selected with the approval of the certificate program director. A transit internship is required but may be waived on a case-by-case basis by the program director and replaced by an approved course from the electives. Students are encouraged, but not required, to take GEO 455 Geography of Transportation.

Required Courses (12 to 16 Credit Hours):

URS 425 Issues in Urban Development (4 Credit Hours)

Catalog Description: Explores issues that impact urban development such as housing, pollution, and privatization. Emphasizes an approach for understanding the issues and formulating effective responses.

URS 425 varies in subject matter. The URS 425 certificate course will be **Foundations of Public and Social Service Transportation**. This course addresses essential transportation policy and concepts designed to help Ohio's public administrators, non-profit administrators, transportation managers, and other professionals understand public and social service transportation demand and basic challenges of mobility.

URS 424 Issues in Urban Planning (4 Credit Hours)

Catalog Description: Examines various issues related to planning urban environments. Topics may include housing, funding nonprofit organizations, strategic planning, and economic development action plans.

URS 424 varies in subject matter. The URS 424 course will be **Rural and Urban Public Transit**. The course addresses essential passenger transportation practices designed to help public administrators, social service managers, transit administrators, and other professionals understand and work with the operational realities of urban and rural public transportation. The course explores in depth the development and difference between urban and rural resources and operational systems. Topics include transit costs and benefits, regulation, accountability, technology, risk management, funding, service design, operational performance, and labor and personnel management.

URS 423 Issues in Urban Administration (4 Credit Hours)

Catalog Description: Explores issues and topics related to the administration of urban nonprofit organizations, community development agencies and local governments. Titles vary.

Title of the URS 423 course for the Certificate will be **Transit Fiscal and Regulatory Management**. The course addresses transit system financial management and regulatory compliance. Subject matter includes components of operating and capital budgets, financial reporting and monitoring, risk management, ADA requirements and drug and alcohol compliance.

URS 492 Transportation Internship (4 Credit Hours/Pass-Fail Course).

Catalog Description: Senior-level internship in which students work in offices of a local public agency.

Transportation Certificate students will complete a 300 hour internship with a transit agency. Internships are approved by the department's internship director and the certification program director. Students completing the internship must have completed two of the required transportation courses. ODOT provides the department with contacts for internships. Students may also find their internship with a transit agency or find an internship through the department. This arrangement is similar to the department's American Humanics Nonprofit Administration Certificate.

Elective Courses (8 to 12 Credit Hours):

Select 2-3 elective courses from the list below with approval from the certificate advisor. Substitutions may be permitted but must be approved by the certificate director.

URS 346 Public Personnel Administration (4 Credit Hours)

Catalog Description: (Also listed as PLS 346). Methods of employment, training, compensation, and employment relations in various levels of civil service. Examines organizations of public employees.

URS 423 Issues in Urban Administration (4 Credit Hours)

Catalog Description: Explores issues and topics related to the administration of urban nonprofit organizations, community development agencies and local governments. Titles vary.

Titles appropriate to the certificate include Public Management Strategies, Legal Environment of Public Administration and Diverse Workforce Issues.

URS 424 Issues in Urban Planning (4 Credit Hours)

Catalog Description: Examines various issues related to planning urban environments. Topics may include housing, funding nonprofit organizations, strategic planning, and economic development action plans.

Course subject matter varies. Course titles appropriate to the certificate include courses such as Strategic Planning and Civic Engagement and Policy Making.

URS 425 Issues in Urban Development (4 Credit Hours)

Catalog Description: Explores issues that impact urban development such as housing, pollution, and privatization. Emphasizes an approach for understanding the issues and formulating effective responses.

Course subject matter varies. Course titles appropriate to the certificate include courses such as Grant Writings and Fund Raising, Privatization of Public Services, and Energy Systems.

URS 450 Ethics in the Public Service (4 Credit Hours)

Catalog Description: Systematic development of ethics in public service, including individual roles and obligations, values, standards, and codes of conduct.

GEO 343 Concepts in Urban Geography (4 Credit Hours)

Catalog Description: Examination of selected concepts, generalizations, and research methods of urban geography with emphasis on the spatial structure of residential populations, distribution of social pathologies, and segregation of social groups.

VI. Program Quality

Certificate courses address theory and practice in transportation management and administration. The curriculum provides core competencies in administration principles and techniques of planning, negotiating, communicating, evaluating, organizing, and implementing services and programs. Elective courses, such as strategic planning, ethics, and public personnel, prepare students for administrative responsibilities.

The range of required and elective courses will enhance the students' overall knowledge of transportation policy and practices and develop the student's administrative and management skills. The Public and Social Service Transportation Certificate program is designed to give students a broad view of the transportation field, both rural and urban, and learn how to effectively manage people and resources. The certificate also requires 300 hours of practical experience for students not already working in transit organizations.

VII. Student Performance

Students must earn a grade of "C" or better for all courses, required courses and electives, and pass the internship, if required. To qualify for the Public and Social Service Transportation Certificate students present a portfolio of their work to the Public and Social Service Certificate committee. The portfolio will contain one written paper from the required courses and evidence of learning from elective courses. The committee will be comprised of the director of the certificate program and two additional members. These members may come from the faculty or transportation agencies such as ODOT, Greene CATS or RLS Associates. If successful, students will be eligible to receive a special certificate of achievement from the Ohio Department of Transportation in addition to the University certificate.

VIII. Curriculum Coordination

The Certificate in Public and Social Service Transportation has been reviewed and approved by the Department of Urban Affairs and Geography and reviewed by the Departments of Political Science, Social Work, and Sociology (please see Attachment 3). The required courses have been offered since Winter Quarter 2004; six quarters. Elective courses come from the Urban Affairs and Geography inventory.

IX. Resource Coordination

Enrollment has ranged from a low of 16 to a high of 35 in the required transportation course (excluding the internship). The average enrollment is 24 students. Of this number, approximately 10 students per academic year might pursue the certificate.

Computing resources: CaTS supports a dedicated geo-spatial science laboratory in 295 Millett Hall. Certificate students enrolling in GEO 343 will improve our utilization of this resource. Current use, Geo 343 Fall 2005, was 50% of M295's capacity. Utilization of other computing resource should be negligible given that most certificate students come from existing majors. To date, less than three in-service transportation employees have enrolled in the transportation courses during an academic year.

Mary Clem and Verne Smith representing CaTS reviewed the department's certificate proposal and interviewed the chair about resource needs. At this time CaTS believes no additional resources will be needed. This could change if the program grows or distance learning is developed (please see Attachment 4).

Karen Kimber of the Dunbar Library researched their resources and found that students had access to 13 journals relating to transportation and 68 journals connected to, but not specific to, transportation. The Library holds 259 books related to transportation and another 3,452 books connected to transportation. They also hold links to 70 government publications on Transportation and additional resources through Ohio LINK. (Please see Attachment 4). These resources are more than sufficient for the certificate.

X. Program Staffing

Certificate Director: The chair of the department will serve as the director of the program.

Internship Director: The chair of the department currently serves as the director of internships.

Faculty: Fulltime and adjunct faculty teach the certificate courses. Adding the certificate requires teaching three transportation specific courses. Adjunct-practitioners have taught these courses since Winter 2004. In 2004-05, the cost of teaching the transportation courses came to \$4,900 and will increase by \$100 in 2005-06.

FTE faculty are capable of teaching one or more of the transportation courses; however, one FTE faculty member has been on leave since fall 2003. This position will be filled in Fall 2006.