# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] please read these.

**N.B. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not ever delete any of the numbered categories—if they do not apply leave them blank. ALL numbered categories in section (A) must be completed. If there are no resources impacted it is okay to put “none” in A. 7**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **BPS 100 Prior Learning Assessment (PLA) Portfolio Development****Bachelor of Professional studies with concentrationS in organizational leadership OR in social services** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A. 1b. Academic unit | **Other: (Indicate)** Professional Studies & Continuing Education | | | |  |
| A.2. [Proposal type](#type) | **Course: | revision |**  **Program: |** [**revision**](#revision)**|** | | | |  |
| A.3. [Originator](#Originator) | **Holly Shadoian**  **Jayashree Nimmagadda, Interim Dean**  **Alema Karim, Interim Dean** | [Home department](#home_dept) | **Academic Affairs**  **School of Social Work**  **School of Business** | | |
| A.4. [Context and Rationale](#Rationale)  Note: Must include additional information in smart tip for all [new programs](#type) | The course revision part of this proposal is a request to adjust the course credits for BPS 100 from 1 credit to 2 credits. Samples from other colleges and universities typically awarded anywhere from 1-3 credits for a portfolio course in an adult degree completion program (one model syllabus from the University of Louisville had a 3-credit courses). It has been decided that students will need more time to do the work for this course and so the number of credits needs to be raised. Since the hope was to begin the program in Spring 2022 we also request it be implemented for Spring 2022 rather than the Fall.  BPS 100 will be the first course in the BPS program and also includes an introduction to Rhode Island College, on top of learning about and developing a PLA portfolio within the course. The Dean of the School of Social Work and Dean of the School of Business will collaborate to select instructors for BPS 100 (until such time as the program grows to have its own director).  This course is included among the General Education requirements specific to the program (which did add up to 31-32 credits and will now add up to 32-33, so it is effectively adding a credit to the required Gen Ed. list, but will not raise the 40 credit total as this will simply reduce the number of additional Gen Ed. credits from 4-5 to 3-4 (after they have used ECON 200 or SWRK 325 for 4 of those additional credits, depending on their concentration); 3-4 credits will be easier to complete with a single course than 4-5. | | | | |
| A.5. [Student impact](#student_impact)  Must include to explain why this change is being made? | **This will allow students more time to be able to learn about and create PLA portfolios and other aspects of the college and program. Also it will allow them to complete their General Education requirement more easily.** | | | | |
| A.6. [Impact on other programs](#impact) | **None.** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **None** | | | |
| [*Library*:](#library) | **None** | | | |
| [*Technology*](#technology) | **Later hours that coincide with when BPS sections are offered may be needed from the Help Center.** | | | |
| [*Facilities*](#facilities): | **None** | | | |
| A.8. [Semester effective](#Semester_effective) | **Spring 2022** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | | **We hoped to launch this new program Spring 2022 and this is the first course they will need to take.** | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. | | | | | |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated (to which your department does not have access) if this proposal is approved, with an explanation as to what needs to be revised: | | | | | |

B. [NEW OR REVISED COURSES](#delete_if)  **Delete section B if the proposal does not include a new or revised course. As in section A. do not highlight but simply delete suggested options not being used. Always fill in b. 1 and B. 3 for context.**

|  | Old ([for revisions only](#Revisions)) ONLY include information that is being revised, otherwise leave blank. | New Examples are provided within some of the boxes for guidance, delete just the examples that do not apply. |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) | **BPS 100** |  |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) | **Prior Learning Assessment (PLA) Portfolio Development** |  |
| B.4. [Course description](#description) |  |  |
| B.5. [Prerequisite(s)](#prereqs) |  |  |
| B.6. [Offered](#Offered) |  |  |
| B.7. [Contact hours](#contacthours) | **1** | **2** |
| B.8. [Credit hours](#credits) | **1** | **2** |
| B.9. [Justify differences if any](#differences) |  | |
| B.10. [Grading system](#grading) |  |  |
| B.11. [Instructional methods](#instr_methods) |  |  |
| B.11.a [Delivery Method](#instr_methods) |  |  |
| B.12. CATEGORIES  12. a. [How](#required) to be used | **Required for major/minor** |  |
| 12 b. Is this an Honors  course? | **| NO** |  |
| 12. c. [General Education](#ge)  N.B. Connections must include at  least 50% Standard Classroom  instruction. | **YES**  **category: Specific to the program Introduction to BPS** |  |
| 12. d. Writing in the  Discipline (WID) | **| NO** |  |
| B.13. [How will student performance be evaluated?](#performance) |  |  |
| B.14 [Recommended class-size](#class_size" \o "Check appendix XVIII in the UCC Manual for Best Practices) |  |  |
| B.15. [Redundancy statement](#competing) |  |  |
| B. 16. Other changes, if any |  | |

| B.17**.** [**Course learning outcomes**](#outcomes)**: List each one in a separate row** | [**Professional Org.Standard(s)**](#standards)**, if relevant** | [**How will each outcome be measured**](#measured)**?** |
| --- | --- | --- |
| Understand how RIC operates and where to get needed assistance |  | Class surveys |
| Development of a comprehensive and documented portfolio of prior learning experience |  | Portfolios will be assessed to determine the number of prior learning assessment (PLA) credits that can be awarded, to a maximum of 32. |

| B.18. [**Topical outline**](#outline)**: DO NOT INSERT WHOLE SYLLABUS, JUST A TWO-TIER TOPIC OUTLINE. Proposals that ignore this request will be returned for revision.** |
| --- |
| 1) RIC orientation  a) How to manouver this program  b) RIC support groups  c) Managing the technical aspects  2) Portfolio creation and development   * 1. Understanding and identifying various forms of learning outside the classroom including workplace learning, employer or armed service-sponsored training, experiential learning, organization and industry certifications, on-the-job-training, professional development, microcredentials, digital badging, continuing education units, self-education.   2. Documenting and validating such learning   3. How to format a portfolio of prior learning   4. Creating a working draft(s)   5. Create and submit a final copy for credit award review |

### C. [Program Proposals](#program_proposals) **complete only what is relevant to your proposal if this is a revision, but include the enrollment numbers for all proposals. Delete section C if the proposal is not revising, creating, deleting or suspending any progam.**

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| C.1. [Enrollments](#enrollments)  Must be completed. |  | **In spring 2022, offer 1-2 cohort groups of 20 new adult students per cohort (to match the course cap for online instruction)** |
| C.2. [Admission requirements](#admissions) |  |  |
| C.3. [Retention requirements](#retention) |  |  |
| C.4. [Course requirements](#course_reqs) for each program option. Show the course requirements for the whole program here. |  |  |
| C.5. [Credit count](#credit_count) for each program option | **Organizational Leadership 36**  **Social Services 35**  **General Education Requirements for each: 31-32 (made up to 40 with additional courses)** | **Organizational Leadership 36**  **Social Services 35**  **General Education Requirements for each: 32-33 (made up to 40 with additional courses)** |
| C.6. Program Accreditation (if relevant) |  |  |
| C.7. Other changes if any |  |  |
| C.8. [Program goals](file:///Users/sabbotson/Documents/Curriculum/Program%20goals)  Needed for all new programs |  |  |

## D. Signatures

* **Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair**.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) and a printed signature copy of this whole form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. THESE may include multiple departments, e.g., for joint/interdisciplinary proposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Jenifer Giroux | Associate Vice President, Professional Studies & Continuing Education | \*Approved via e-mail | 12/3/2021 |
| Jayashree Nimmagadda | Interim Dean of School of Social Work | \*Approved via e-mail | 12/4/2021 |
| Alema Karim | Interim Dean, School of Business | *Alema Karim* | 12/4/2021 |
| Joseph Zornado | Chair of COGE | \*Approved via e-mail | 12/10/2021 |
| Carolynn Masters | Dean of School of Nursing | A picture containing clipart  Description automatically generated | 12/9/21 |
| Jeannine Dingus-Eason | Dean of FSEHD | \*Approved via e-mail | 12/7/2021 |
| Earl Simson | Dean of FAS | \*Approved via e-mail | 12/9/2021 |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS (and their relevant deans if not already included above) that are IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION; all faculty are welcome to attend.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
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