

MEMO

To: Senate Executive Committee
 From: Civics Literacy Proficiency Requirement Ad Hoc Committee
 Re: Summary of activities and recommendation
 Date: February 18, 2022

The Requirement Mandated by the Purdue University Board of Trustees

The requirement mandated by the Purdue University Board of Trustees (BOT) is that all students pass a civics literacy exam with an 80% or better. The exam is administered on-line out of West Lafayette. The exam can be taken at any point during a student's time in the Purdue University system.

West Lafayette Program

West Lafayette has a second mandatory component. Students must complete one of three "pathways."

1. Attend six approved civics-related events
2. Complete 12 podcasts created by the Purdue Center for C-SPAN Scholarship and Engagement that use C-SPAN material (Students have to complete a written assignment after listening to a podcast. The Civics Literacy Proficiency Requirement Ad Hoc Committee (Ad Hoc Committee) was told the assignments are likely to be graded by graduate assistants.)
3. Complete an approved course

Meetings with the Ad Hoc Committee

The Ad Hoc Committee has met with:

- Purdue University West Lafayette Provost Jay Akridge
- Purdue University West Lafayette Dean of the College of Liberal Arts David Reingold
- Director of Student Life and Leadership James Velez
- Registrar's Office
 - Registrar Cheryl Hine
 - Associate Registrar Tara Lewis
 - Associate Registrar Kim De Leon
 - Business Analyst Christa Van De Weg
 - Business Analyst Crystal Milton
 - IU Registration System Liaison Kari Smith
- Director of the Office of Diversity and Multicultural Affairs Rhonda Meriwether
- Vice Chancellor of Academic Affairs Carl Drummond
- Some, not all, "Freshman Success" administrators

Recommendation

1. All students in the Purdue University system have to pass the exam with a grade of 80% or better. This is not negotiable and is a requirement for PFW students.
2. All PFW students have to complete one of two pathways.
 - 2.1. Path One: Attend / listen four (4) approved events / recordings
 - 2.1.1. Events
 - 2.1.1.1. A series of events will be held around Constitution Day (9/17).

- 2.1.1.2. There will be at least one event to which K-12 students can be invited as a recruitment tool.
- 2.1.1.3. There will be at least one event to which the public will be invited as a way to build connections to the community.
- 2.1.1.4. Student Life and Leadership likely can assist with tracking attendance at events.
- 2.1.1.5. Capacity will need to be built so that a similar series of events can be held during the spring semester around another civically significant date.
- 2.1.2. Recordings
 - 2.1.2.1. A list of recordings held by organizations such as College Access Television at PFW and WBOI will be identified annually.
 - 2.1.2.2. The list of recordings should be developed that tie civics to specific programs (e.g. How state and local governments prioritize, bid out, and pay for construction projects; How state and federal governments design and implement environmental regulations).
 - 2.1.2.3. Some of the recordings may be of events mentioned above.
 - 2.1.2.4. The recordings will be available through Brightspace (or any other LMS used by PFW).
- 2.1.3. Two paths to implementation
 - 2.1.3.1. “Freshman Success” courses
 - 2.1.3.1.1. Members of the Ad Hoc Committee have spoken with some, not all, of the people who administer “Freshman Success programs.
 - 2.1.3.1.2. Those conversations lead the Ad Hoc Committee to believe:
 - 2.1.3.1.2.1. That several of the “Freshman Success” courses are willing and able to add an events / recordings requirement.
 - 2.1.3.1.2.2. The addition of the events / recordings to the “Freshman Success” courses associated with the people already contacted by the Ad Hoc Committee either already complements existing content or the existing content could be modified to include a civics literacy module.
 - 2.1.3.1.2.3. Approximately 59% of all students who took a “Freshman Success” course in the fall of 2021 were enrolled in the courses associated with the people with whom members of the Ad Hoc Committee talked.
 - 2.1.3.1.2.4. Students in “Freshman Success” courses will be encouraged to take the exam at least one time during the semester when they are taking the “Freshman Success” course. Passage of the exam will not be a requirement of the course.
 - 2.1.3.1.3. Passage of the “Freshman Success” course will be considered completion of this path.
 - 2.1.3.1.4. More than 1,047 first-year students took a “Freshman Success” course in the fall of 2021.
 - 2.1.3.1.5. Approximately 54% of the first-year students took a “Freshman Success” course in the fall of 2021.
 - 2.1.3.1.6. If the only “Freshman Success” courses to participate are those associated with the people already contacted by the Ad Hoc Committee,

approximately one-third of all first-year students would have been able to complete this path in the Fall of 2021.

- 2.1.3.2. On your own
 - 2.1.3.2.1. Students who do not take, or do not pass, a “Freshman Success” course will have to attend / listen to four (4) approved events / recordings on their own.
 - 2.1.3.2.2. Attendance at events will be tracked by Community (or subsequent tracking software used by PFW).
 - 2.1.3.2.3. Listening to recordings will be tracked through Brightspace (or subsequent LMS used by PFW).
 - 2.1.3.2.4. This option likely will not be available in Fall 2022 due to the IT work to be completed (e.g. building interfaces). A Fall 2023 implementation will be targeted.
- 2.1.4. Miscellaneous
 - 2.1.4.1. “Freshman Success” courses can mix and match events and recordings in any combination that map to learning objectives of the course.
 - 2.1.4.2. The broadcast option will be offered to “Freshman Success” courses in Fall 2022.
 - 2.1.4.3. The events option will be offered to “Freshman Success” courses in Fall 2022, but the instructors will be responsible for tracking attendance for that semester.
 - 2.1.4.4. Events will be organized in fall 2022 as a “dress rehearsal” for full implementation of the events path in Fall 2023.
 - 2.1.4.5. Students taking this path on their own, are allowed to mix and match events and recordings to increase flexibility.
 - 2.1.4.6. IT will have all of AY 2022/23 to develop interfaces that will allow for students who do not accomplish this path through “Freshman Success” to be able to choose this pathway beginning in AY 2023/24.
 - 2.1.4.7. A Civics Literacy Module should be developed for voluntary use in “Freshman Success” courses before Fall 2022. The Civics Literacy Module will include links to the test, events, recordings, and resources. The Civics Literacy Proficiency Subcommittee (CLPS) shall be responsible for the development and maintenance of the Civics Literacy Module.
- 2.2. Path Two: Pass an approved course
 - 2.2.1. Initial list of courses
 - 2.2.1.1. The Office of Academic Affairs has mapped course offerings at PFW and identified the following course at PFW for an initial list of courses
 - 2.2.1.1.1. COM 21000 Debating Public Issues
 - 2.2.1.1.2. COM 31200 Rhetoric in the Western World
 - 2.2.1.1.3. HIST 10501 American History 1
 - 2.2.1.1.4. HIST 10601 American History 2
 - 2.2.1.1.5. POL 10300 Introduction to American Politics
 - 2.2.1.1.6. POL 21100 Introduction to Law
 - 2.2.1.1.7. POL 21200 Making Democracy Work
 - 2.2.1.1.8. PPOL 17000 Introduction to Public Affairs

- 2.2.1.1.9. Over the last two years, 46.8% of all graduating students successfully completed one of these courses.
 - 2.2.2. Course list to be reviewed and amended, if necessary, in AY 2023/24.
 3. Oversight and administration
 - 3.1. Civics Literacy Proficiency Subcommittee
 - 3.1.1. Subcommittee of the Educational Policy Committee
 - 3.1.2. Membership: The Civics Literacy Proficiency Subcommittee shall consist of a representative of the Registrar’s Office (non-voting), a representative of the office of Student Life and Leadership (non-voting), the Director of the Civics Literacy Proficiency Program, and four members of the Voting Faculty and lecturers/senior lecturers elected at large by the Voting Faculty subject to the restriction that at least three Major Units be represented. The Director shall chair the committee and vote only to break tie votes.
 - 3.1.3. Responsibilities: The Civics Literacy Proficiency Subcommittee shall:
 - 3.1.3.1. Establish, review, and revise the learning objectives of the program.
 - 3.1.3.2. Review courses for the course path annually. The review should consider prerequisites, capacity of course offerings, impact on the PFW General Education Program, degree-specific curriculum maps, potential for student success, and other issues deemed appropriate by the CLPS.
 - 3.1.3.3. Develop a Civics Literacy Module for voluntary use in the “Freshman Success” courses. The Civics Literacy Module will include links to the test, events, recordings, and resources.
 - 3.1.3.4. Work with relevant offices at PFW such as the Registrar’s Office and Student Life and Leadership, and the Assessment Office to ensure methods for verifying attendance, development and administration of artifacts that can be used for assessment, and completion of the requirement.
 - 3.1.3.5. Establish the assessment plan for the program
 - 3.1.3.6. Approve events and broadcasts for inclusion in the program.
 - 3.1.3.7. Recruit faculty to produce recordings specific to the required exam and to programs on campus.
 - 3.1.3.8. Review the annual assessment report and make recommendations to the Director and Senate based on the assessment report
 - 3.2. Director
 - 3.2.1. A full-time faculty member should be selected to run this program.
 - 3.2.2. The Director should be the PFW faculty representative for the Civics Literacy System Coordinating Group.
 - 3.2.3. The Director should be part of the structure of the Office of Academic Affairs.
 - 3.2.4. The Director should be awarded a release from one course in the fall and one course in the spring.
 - 3.2.5. The Director should be paid a stipend during the summer.
 - 3.3. Staff: This program involves every undergraduate student at PFW and will require a great deal of administrative duties. The Director will need the assistance of a staff person on at least a half time basis.

Issues To Be Researched and Resolved

There are several administrative issues that need to be investigated and/or resolved before the start of the 2022 fall semester. There is a possibility that failure to resolve one or more of these issues will result in PFW not being able to offer the additional component.

1. The required exam will be taken through Brightspace. There is no existing interface from Brightspace to Banner. An interface will have to be prioritized and built by IT Services. Until that interface can be investigated, prioritized, built, tested and installed, any information in Brightspace will have to be entered manually into Banner.
2. The Community software used by Student Life and Leadership to track attendance at events receives data from Banner, but there are no automated processes for sending Community data back to Banner. An interface will have to be prioritized and built by IT Services. Until that interface can be investigated, prioritized, built, tested and installed, any information in Community will have to be manually entered into Banner.
3. Brightspace can be used for the broadcasts, but there is no automated way for completion of the broadcasts to be sent to Banner. An interface will have to be prioritized and built by IT Services. Until that interface can be investigated, prioritized, built, tested and installed, any information in Brightspace will have to be manually entered into Banner.
4. Zero credit hour courses or non-course requirements are options for how participation is tracked. Each comes with issues to be investigated further and resolved. Fortunately, PFW Registrar's Office is communicating with WL Registrar's office in an attempt to align approaches and processes.
5. The completion of this requirement has to appear on transcripts.
6. It is not clear at this time how transfer students will be handled. This is a more significant issue, if the requirements in Fort Wayne and West Lafayette are not the same.
7. Job descriptions for the Director and Staff person have to be developed.