

Memorandum

To: Fort Wayne Senate Executive Committee
From: Ad-hoc Civics Literacy Requirement Committee
Date: March 4, 2022
Re: PFW recommendation for how to administer the Purdue system mandated civics literacy proficiency requirement

Whereas, the Ad-hoc Civics Literacy Requirement Committee (The Committee) has proposed requirements for students at Purdue University Fort Wayne to meet the civics literacy proficiency requirement (see SD 21-28); and

Whereas, The Committee developed a plan for how to administer the civics literacy proficiency requirement;

Be it resolved, a new Civics Literacy Proficiency Subcommittee be formed, supervised by the Educational Policy Committee, as provided for in the following addition to the Bylaws: (Official numbering for inclusion in the Bylaws to be added after passage)

- 1.1. Membership: The Civics Literacy Proficiency Subcommittee shall consist of:
 - 1.1.1. 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,
 - 1.1.2. a representative of the Registrar's Office (non-voting),
 - 1.1.3. a representative of the office of Student Life and Leadership (non-voting),
and
 - 1.1.4. the Director of the Civics Literacy Proficiency Program (if the position is created by the Vice Chancellor for Academic Affairs). The Director shall chair the committee and vote only to break tie votes.
- 1.2. Responsibilities: The Civics Literacy Proficiency Subcommittee shall:
 - 1.2.1. Establish, review, and revise the learning objectives of the program
 - 1.2.2. 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
 - 1.2.3. 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.
 - 1.2.4. 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
 - 1.2.5. Establish the assessment plan for the program
 - 1.2.6. Approve events and broadcasts for inclusion in the program

- 1.2.7. Recruit faculty to produce recordings specific to the required exam and to programs on campus
- 1.2.8. Review the annual assessment report and make recommendations to the Director and Senate based on the assessment report

Be it further resolved, “Freshman Success” courses may include a civics literacy proficiency module that utilizes approved events and recordings and successful completion of the “Freshman Success” course will be considered successful completion of the events/recordings path.

Be it further resolved, the Fort Wayne Senate endorse the creation of the position Director of the Civics Literacy Proficiency Program:

1. A full-time faculty member should be selected to run this program.
2. The Director should be the PFW faculty representative for the Civics Literacy System Coordinating Group.
3. The Director should be part of the structure of the Office of Academic Affairs.
4. The Director should be awarded a release from one course in the fall and one course in the spring.
5. The Director should be paid a stipend during the summer.

Be it further resolved, the Fort Wayne Senate endorse the allocation of staff time by the Office of Academic Affairs to support the work of the Director of the Civics Literacy Proficiency Program and the Civics Literacy Proficiency Subcommittee:

Be it further resolved, the Fort Wayne Senate endorse the following recommendations regarding the operation of the Civics Literacy Proficiency Requirement Program at PFW:

1. Events Pathway
 - 1.1. A series of events will be held around Constitution Day (9/17) (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.).
 - 1.2. There will be at least one event to which K-12 students can be invited as a recruitment tool.
 - 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. Recording Pathway
 - 2.1. A list of recordings held by organizations such as College Access Television at PFW and WBOI will be identified annually.
 - 2.2. Some of the recordings may be of events mentioned above.

Be it further resolved, the Fort Wayne Senate endorse the resolution of the following issues as soon as possible:

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 Community 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. Creation of job descriptions for the Director and Staff person.