

**MEMO**

To: Senate Executive Committee  
 From: Civics Literacy Proficiency Requirement Ad Hoc Committee  
 Re: Summary of activities and recommendation  
 Date: January 7, 2021

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**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

**Recommendation**

1. All students in the Purdue University system have to pass the exam with a grade of 80% or better.
2. All PFW students have to complete one of three pathways. (These are described as three separate pathways for explanatory purposes. The reality is that there is only one pathway – complete some combination of events and broadcasts that equals six (6).
  - 2.1. Path One: Attend six (6) approved events.
    - 2.1.1. A series of events will be held around Constitution Day (9/17).

- 2.1.2. There will be at least one event to which K-12 students can be invited as a recruitment tool.
- 2.1.3. There will be at least one event to which the public will be invited as a way to build connections to the community.
- 2.1.4. Student Life and Leadership likely can assist with tracking attendance at events.
- 2.1.5. 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.
- 2.2. Path Two: Listen/watch six (6) approved broadcasts
  - 2.2.1. A list of recordings held by College Access Television at PFW and WBOI will be identified annually.
  - 2.2.2. Some of the recordings may be events mentioned above.
  - 2.2.3. The recordings will be available through Brightspace (or any other LMS used by PFW).
- 2.3. Path Three: Mix and match events and broadcasts to equal six (6)
  - 2.3.1. This will provide flexibility for students.
  - 2.3.2. This provides flexibility for unpredictable circumstances that might cancel events.
- 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. 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
      - 3.1.3.3. Establish the assessment plan for the program
      - 3.1.3.4. Approve events and broadcasts for inclusion in the program
      - 3.1.3.5. 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 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. Job descriptions for the Director and Staff person have to be developed.

### **No Course Pathway at this Time**

The ad hoc committee does not recommend a course pathway at this time. Issues related to financial aid, capacity of course offerings, impact on the PFW General Education Program, degree-specific curriculum maps, and other issue have to be investigated before a recommendation can be made.