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Date: 17 February 2011


To: Randy Smith  
Vice Provost, Office of Academic Affairs

From: Ed McCaul   
Program Director, Undergraduate Education and Student Services

Subject: Semester Conversion Proposal for the Undergraduate Minor in City and Regional Planning

Attached is a letter from Ann Pendleton-Jullian, Director Knowlton School of Architecture, which discusses their Undergraduate Minor in City and Regional Planning. This proposal has been reviewed by the College of Engineering and after some changes have been made to it the college is recommending that the Council on Academic Affairs approve it. If you have any questions concerning this proposal please let me know.

Date: 15 February 2011

From: Ann Pendleton-Jullian, Director   
Knowlton School of Architecture

To: Ed McCaul, Program Director  
Academic Affairs/Student Services  
College of Engineering

Subject: City and Regional Planning Semester Conversion Materials

The City and Regional Planning Section within the Knowlton School of Architecture is submitting the portion(s) of its semester conversion program templates that are checked below:

- Undergraduate minor in City and Regional Planning program template
- BS in City and Regional Planning program template
- Master of City and Regional Planning program template
- PhD in City and Regional Planning program template
- Appendices that include:
  - a proposal for a new graduate minor in City and Regional Planning

I endorse the contents of the enclosed program template(s). If you need further clarification or have any questions regarding the submitted materials, please do not hesitate to contact me and City and Regional Planning Section Head Jennifer Cowley. Note that the Knowlton School of Architecture does not have a uniform GE curriculum across its three Sections. Each Section develops a GE curriculum consistent with its particular undergraduate major program.

## Undergraduate Minor in City and Regional Planning

Primary Contact: Jennifer Evans-Cowley, Section Head (cowley.11, 2-5427)

### I. GENERAL PROGRAM INFORMATION

1. **Name of the Program:** City and Regional Planning
2. **Degree title:** n/a
3. **Academic unit(s) responsible for administrating the degree program:**  
Knowlton School of Architecture
4. **Type of Program:** Undergraduate minor program
5. **Semester Conversion Designation:**
  - b. Converted with minimal changes to program goals and/or curricular requirements

### II. PROGRAM REQUIREMENTS

#### 6. **List program learning goals:**

The minor in City and Regional Planning major seeks to introduce students to a mix of following bodies of knowledge:

**Advocacy:** Be able to comprehend and discriminate among the goals that an individual, group, community and organization holds when considering the future including the values of justice, equity, and fairness. Have the ability to advocate for an interest on behalf or with a group in the community.

**Analytical/Technical Skills:** Be able to utilize tools and methods to understand and plan for cities and regions to provide more humane, equitable, sustainable, and efficient urban futures.  
**Collaboration:** Understand collaborative methods and be able to apply them in a professional context. Including the ability to work in interdisciplinary teams, collaborate with clients, the public, and work teams. Have the ability to negotiate conflicts and understand the perspective of diverse stakeholders.

**Communication:** Be able to communicate visually, orally, and in writing. Have the ability to prepare plans in print and multimedia format.

**Global View:** Be able to describe how global issues have local impact. Be able to understand how local plans can contribute to global problems, such as climate change.

**History:** Understand the historical and contemporary analysis of global and American urbanization. Have the ability to identify tools to preserve history in cities and regions.

**Interdisciplinary:** Understand and respect the interdisciplinary nature of planning through taking courses both in planning and allied disciplines. Be able to collaborate in interdisciplinary teams.

**Policy/Law:** Have the ability to prepare pragmatic policy analysis and write policies and laws to influence city and regional form and use.

**Professional Experience:** Be prepared to enter professional practice with a portfolio of real-world experiences. Students will have experience in the central Ohio area as a teaching laboratory through class projects and internships

**Professional Use of Self:** Students will have refined their personal skills allowing them to thrive in a professional planning office setting.

**Tech-Savvy:** Be able to use the latest information technology to analyze and solve planning problems.

**Vision:** Be able to understand the big picture, while thinking creatively and innovatively to solve micro and macro level planning problems.

7. **Proposed Program Requirements:**

Students are required to complete 12 credit hours in City and Regional Planning to fulfill the minor requirement. Students must take the minor courses for a grade and receive a 2.0 or higher. Minor courses in CRP may not double count for courses in a student's major, or as GE requirements.

**Required Courses** (6 credit hours)

CRP 2000 Introduction to City and Regional Planning, 3  
CRP 4970 The Global Environment in Planning, 3

**CRP Electives** (6 credit hours)

The remaining credit hours are to be chosen from any City and Regional Planning courses at the 2000, 3000, or 4000 level.

CRP 2100 Reading the City through History and Law, 3  
CRP 2110 Creating Innovative Cities and Regions, 3  
CRP 2200 Sustainable Infrastructure Planning, 3  
CRP 2210 Sustainable Urbanism, 3  
CRP 2500 Comparative Studies in Planning, 3  
CRP 2600 Designing Communication for Planning, 4  
CRP 3000 Planning Resilient Environments, 3  
CRP 3100 Analyzing the City, 3  
CRP 3200 Place Making, 4  
CRP 3300 Planning for and with People, 3  
CRP 3400 Planning for Sustainable Economic Development, 3  
CRP 3500 The Socially Just City, 3  
CRP 3510 Murder by Design, 3  
CRP 3520 Planning Ethics, 1  
CRP 3600 Land Development Planning, 3  
CRP 3610 Sex and the City, 3  
CRP 3620 The Underground City, 3  
CRP 3940 Group Studies in City and Regional Planning, 1-15  
CRP 4010 Historic Preservation Planning, 3  
CRP 4110 Transportation and Land Use Planning, 3  
CRP 4193 Individual Studies in City and Regional Planning, 1-15  
CRP 4194 Group Studies in City and Regional Planning, 1-15  
CRP 4200 Arts and Entertainment Planning, 3  
CRP 4430 Workshop in City and Regional Planning, 3  
CRP 4798 Planning Study Abroad, 1-15  
CRP 4700 Urban Transportation Demand Forecasting, 3  
CRP 4950 Professional Planning Skills Development, 3  
CRP 4980 Planning Communications, 3  
CRP 5300 Metropolitan and Regional Planning, 3  
CRP 5400 Planning for Housing, 3  
CRP 5420 Planning Places with People in Mind, 3  
CRP 5500 Energy Planning, 3

8. Provide a curriculum map that shows how, and at what level (e.g., beginning, intermediate, advanced), the program's courses facilitate students' attainment of program learning goals. I=Introduce, E=Enhance, A=Apply:

Required Courses - offered by the responsible unit	Program Learning Goals											
	Advocacy	Analytical/ Technical Skills	Collaboration	Communication	Global View	History	Inter-disciplinary	Policy/ Law	Professional Experience	Prof. Use of Self	Tech-Saavy	Vision
CRP 2000 Introduction to City and Regional Planning					I	I		I				
CRP 4970 The Global Environment in Planning				E	E		E					
Elective Courses / Tracks / Categories or Baskets of Courses	Advocacy	Analytical/ Technical Skills	Collaboration	Communication	Global View	History	Interdisciplinary	Policy/ Law	Professional Experience	Prof. Use of Self	Tech-Saavy	Vision
CRP 2100 Reading the City Through History and Law					I	I		I				
CRP 2110 Creating Innovative Cities and Regions		I	I	I	I						I	I
CRP 2200 Sustainable Infrastructure Planning		I		E	I	E	I	I			E	
CRP 2210 Sustainable Urbanism		I		E	I		E	I				I
CRP 2500 Comparative Studies in Planning					E	I	I	I				
CRP 2600 Designing Communication for Planning				E							E	
CRP 3000 Planning Resilient Environments		I						E			E	
CRP 3100 Analyzing the City		E		E							E	



CRP 4700 Urban Transportation Demand Forecasting	E																				
CRP 4950 Professional Planning Skills Development	E	E																			
CRP 4960 Design Competition	A	A																			
CRP 4980 Planning Communications	E	E																			
CRP 5300 Metropolitan and Regional Planning	E																				
CRP 5400 Planning for Housing	E	E																			
CRP 5420 Planning Places with People in Mind																					
CRP 5500 Energy Planning	E	E																			



**9. Rationale for proposed program changes:**

This minor program is being modified slightly to include a semester length introduction to planning and then, instead of requiring a housing course and history course, we are requiring an international development course. We believe this is more appropriate to the interests of our minor students. The minor continues to maintain the flexibility of choice for half of the minor requirement.

**10. Council on Academic Affairs reviewers' aid and credit hour expansion check:**

Program credit hour requirements:		A.) Number of credit hours in current program	B.) Calculated result for $\frac{2}{3}$ of current quarter credit hours	C.) Number of credit hours required for new program
Total minimum credit hours required for completion of program		24	16	12
Required credit hours offered by the unit	Minimum	24	16	12
	Maximum	24	16	12
Required credit hours offered outside of the unit	Minimum	0	0	0
	Maximum	0	0	0
Required prerequisite credit hours not included above	Minimum	0	0	0
	Maximum	0	0	0

**11. Credit hour expansion rationale:**

We are reducing the minor requirement to be consistent with typical minors expected to be produced as part of semester conversions.

### **III. ASSESSMENT CONVERSION**

12. **Describe how the program's current quarter-based assessment practices will be modified to fit the semester calendar. If a degree program does not have a plan on file with the Office of Academic Affairs, provide a list of the following:**

a. The means the program uses/will use to evaluate how well students are attaining program goals:

#### **Classroom assignments**

- Embedded testing (i.e., specific questions in homework or exams that allow faculty to assess students' attainment of a specific learning goal or outcome, often used to compare student performance from year to year)
- Writing assignments
- Oral presentations

#### **Surveys and Interviews**

- Student evaluation of instruction

b. How the program uses/will use the evaluation data listed above to periodically make evidence-based improvements to the program.

- A discussion with the unit's faculty will occur.

#### IV. TRANSITION POLICY

- 13. Include a policy statement from the chair of the department/unit that assures those students who began their degree under quarters that the transition to semesters will not delay their graduation nor disrupt progress toward a degree:**

Students who begin the minor in City and Regional Planning program will be able to proceed with progress towards their minor without delay or disruption. Beginning Summer 2012, program completion requirements will be those in force for CRP minors under semesters; but every quarter-credit-hour that would have counted toward the CRP minor under the quarter-based CRP program will count (as 2/3 of a semester-credit-hour) toward the requirement for completion under the semester-based CRP minor. Students who have taken history or housing will have these credit hours apply towards the minor elective hours. For those who have taken Introduction to Planning, this will fulfill the introduction requirement. Students will have their quarter hours converted to semester equivalent and as long as they have completed the equivalent of 12 credit hours including an Introduction course (either under quarters or semesters) and the Global course (either under quarters or semesters) will be able to complete the minor. Advising will be available upon request. Advising is more difficult for minors as we do not know who the minor students are until they have completed the minor. Students who completed their minor requirement prior to semesters will fall under the previous requirements. Where appropriate independent study credit will be offered to students who are one or two credit hours short of meeting the minor credit-hour requirement

We recognize that a few students will fail to qualify for a substitution after having completed part of a sequence of fulfilling partial degree requirements. All such cases will be handled individually. The student, with the KSA advising staff and the CRP undergraduate Studies Chair will create custom arrangements to fill the gap through a combination of allowing the substitution, offering independent studies to make up deficiencies, and/or very limited requirement waivers. Students who through their own academic failure in required or courses, or by their own failure to schedule and complete courses as advised, may find themselves with limited recourse.

## **Attachment A: Quarter and Semester Curriculum Sheets**

### **MINOR IN CITY AND REGIONAL PLANNING - QUARTER CURRICULUM**

Students are required to complete a minimum of 24 credit hours in City and Regional Planning to fulfill the minor requirement.

#### **Required Courses**

CRP 310 Introduction to City and Regional Planning, 4

CRP 320 Planning for Housing, 4

and either

CRP 210 Introduction to City Planning History, 5

or CRP 643 American City Planning since 1900 A.D., 4

#### **CRP Electives**

The remaining 11 or 12 credit hours are to be chosen from CRP courses at the 200 level or higher.

Students must take the minor courses for a grade and receive a 2.0 or higher. Minor courses may not double count for courses in a student's major, or as GEC requirements. CRP courses used as a minor will not double count as Architecture electives. No more than five hours of independent study may be applied to any minor.

### **MINOR IN CITY AND REGIONAL PLANNING SEMESTER CURRICULUM**

Students are required to complete 12 credit hours in City and Regional Planning to fulfill the minor requirement.

#### **Required Courses**

CRP 2000 Introduction to City and Regional Planning, 3

CRP 4970 The Global Environment in Planning, 3

#### **CRP Electives**

The remaining credit hours are to be chosen from any City and Regional Planning courses at the 2000, 3000, or 4000 level.

Students must take the minor courses for a grade and receive a 2.0 or higher. Minor courses in CRP may not double count for courses in a student's major, or as GE requirements. No more than three hours of independent study may be applied to any minor.