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December 20, 2017

To: Randy Smith,
Vice Provost, Office of Academic Affairs (OAA)

From: Rosie Quinzon-Bonello, Assistant Dean for Curriculum and Assessment
College of Engineering

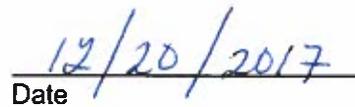
RE: Knowlton School's Global Option for the City and Regional Planning Program

On December 15, 2017, the College of Engineering Committee for Academic Affairs (CCAA) voted unanimously to recommend approval of the Knowlton School's Global Option for the City and Regional Planning Program. A properly constituted quorum was present.

If you have any questions regarding the approval of this proposal, please contact me.


Rosie Quinzon-Bonello

Assistant Dean for Curriculum and Assessment


Date



17 November 2017

To: Randy Smith, PhD
Vice Provost, Office of Academic Affairs (OAA)

From: Donald Hempson, PhD
Director, International Initiatives in Engineering

RE: Knowlton School's Global Option for City & Regional Planning Program

This is to confirm the College of Engineering's support for Knowlton School's proposal for a Global Option in City & Regional Planning Program.

I have worked closely with the Knowlton School's faculty and administration on the development of its proposed Global Option and am confident that it meets the requirements set forth by the Office of International Affairs and the Office of Academic Affairs. Furthermore, this new program will join the Global Option in Engineering to enhance the suite of opportunities available to students within the College of Engineering to develop their global competencies and to integrate greater international experiences into their curriculum. I look forward to working with the Knowlton School to implement this newest Global Option and begin enrolling students eager for the skills this program will develop.


Donald Hempson, PhD
Director of International Initiatives in Engineering
College of Engineering

11/20/17
Date


David Tomasko, PhD, Professor
Associate Dean, Education and Student Services
College of Engineering

20 Nov 2017
Date



November 1, 2017

To: Randy Smith
Vice Provost, Office of Academic Affairs (OAA)

From: Maria Manta Conroy, PhD
Professor & Knowlton School Curriculum Committee Chair

RE: Knowlton School's Global Option for the City & Regional Planning Program

Knowlton's School Curriculum Committee has reviewed and approved the attached proposal to create a Global Option in City & Regional Planning on the 1st of November 2017. The proposed option has the support of the Committee on Academic Affairs, the City & Regional Planning Section, and the Knowlton School. In addition, the proposed option has the support of the College of Engineering. I am forwarding it to you so that it can be approved by the Council on Academic Affairs. If you have any questions concerning this proposal, please let me know.

Maria Manta Conroy, PhD, Associate Professor
Knowlton School Committee on Academic Affairs Chair

11/10/17

Date

Rachel Garshick-Kleit, PhD, Professor
City & Regional Planning Section Head

11/15/17

Date

Michael Cadwell, FAIA, Professor
Knowlton School Director

11-15-17

Date

cc: Don Hempson, Director of International Initiatives in Engineering



GO-KNOW PROGRAM INTRODUCTION

OSU's Global Option Background

The Global Option is a curriculum enhancement program through which OSU students may acquire documented international expertise integrated into participating majors without adding time to graduation. This program strengthens students' global perspectives and allows them to gain global skills to help them perform at a higher level of cultural awareness. The Global Option is a key component of OSU's strategy for institutional internationalization as presented in the President and Provost's Council on Strategic Internationalization. The Provost's Council approved the Global Option concept on October 17, 2011, and the Council of Academic Affairs (CAA) approved the general framework on October 9, 2012.

University-Wide Global Option Recommended Framework

The following six programmatic areas are included in the basic Global Option framework that OSU academic units are encouraged to consider.

1. Education Abroad: introductory education abroad (e.g. Global May/Summer) and/or discipline-specific education abroad program
2. Two on-campus courses with strong international focus, preferably within major
3. Advanced proficiency in one language other than English or native language
4. One capstone project (research, internship, service learning) in a discipline on an international theme
5. Evaluation of global competencies on a standardized assessment
6. Comprehensive e-portfolio of international activities

Knowlton School's Strategic Plan – Global Relevance

Mission Statement

In the Knowlton School's approved Strategic Plan, dated October 10, 2012, the School's Mission is stated as:

“Achieve and maintain internationally recognized excellence in education, scholarship and creative activity; shape and serve the professions of architecture, landscape architecture, and city and regional planning; contribute to the intellectual and creative purposes of the College and University; and promote and influence the quality of design and planning locally and globally.”

Built into the mission statement is an emphasis on both local and global design and planning.

Related Goals & Strategies

Below are the goals and strategies specifically related to the Knowlton School's global focus:



City & Regional Planning Global Option

1. **Teaching and Learning Goal & Strategies:** According to the Strategic Plan, the Knowlton School's "...four Teaching and Learning strategies provide graduates with the technical facility and conceptual breadth to engage the world. Our experiential, interdisciplinary and global emphases combined with improved student services and recruitment will be central to our contribution to the University's Learning Goal, "To provide an unsurpassed, student-centered learning experience led by engaged, world-class faculty and enhanced by a globally diverse student body.""

Strategies include:

- Formalize structure, scheduling, and funding
- May term opportunities
- Coordinate with OIA and College Global Studies Office (GSO)

2. **Outreach and Engagement Goal & Strategies:** According to the Strategic Plan: "Our goals in Teaching and Learning and Research and Innovation are interdependent with partners and constituents outside the University. To mobilize knowledge as practice and engage society in the excitement of our disciplines, we will build fruitful relationships as outlined below. We will coordinate our efforts with the College to sustain and build partnerships."

Strategies include:

- Support KSA service learning initiatives at local, national, and international levels
- Promote public and private sector relationships to support service learning and create new research opportunities

Building on Established Strengths

According to the Knowlton School's Strategic Plan, the students are already successfully involved in education abroad programs:

"Over the past four years, the School has offered [education] abroad programs on five continents. One quarter of all KSA students participate in these programs, and have traveled to locations including Brazil, Belize, Finland, Holland, Germany, Italy, South Korea, Thailand, China, and Ghana. In addition, each year the School provides Research Travel Awards that support student international travel and research."

This global option program proposal therefore capitalizes on the existing widespread student participation in education abroad programs. It will allow them to capitalize on their experiences by demonstrating their global expertise on their transcripts and resumes.

College of Engineering Global Option Program Synergy

The College of Engineering already has an approved and active Global Option Program; therefore, it was used as the base framework for the GO-KNOW program. As a result, the **GO-KNOW Program Framework and Requirements** proposed in the next section mirror the requirements already approved by the COE. The changes that were made to the COE GO program are minor adaptations to make the COE program better fit within CRP's existing curriculum plan and coursework.



City & Regional Planning Global Option

City & Regional Planning Global Option (GO-KNOW) Goals

GO-KNOW students will combine internationally-themed courses, experiences with global dimensions, and culture or language training to enhance their global competencies and better prepare them for the practice of planning in a global environment. The GO-KNOW program infuses a global perspective into a planning degree program and constitutes a special engagement beyond the standard requirements for graduation, but it is designed to be completed without adding time to graduation.

The current proposal was developed based on the Office of International Affairs (OIA) developed framework, the other college-wide Global Option programs already approved by Council of Academic Affairs, the advice and assistance from Dr. Esther Gottlieb, and review of the Knowlton School's Strategic Plan.

The GO-KNOW program is designed such that it can be completed without adding time to graduation. Additionally, students will be able to complete this program using current CRPLAN course offerings and global programs already in place through the Office of International Affairs. Students participating in the GO-KNOW Program will, upon completing requirements for graduation, receive documentation of completion and designation on their transcript as Global Option City & Regional Planning.



City & Regional Planning Global Option

GO-KNOW PROGRAM FRAMEWORK & REQUIREMENTS

Core Requirements

In order to earn the City & Regional Planning (CRP) Global Option program designation in the Knowlton School (GO-KNOW), students must complete coursework and/or fieldwork in each of the following **four (4) categories**, totaling a minimum of **fifteen (15) credit hours**:

A. Education Abroad (3 credit hours)

To satisfy this requirement, a student must enroll and participate in an OIA-approved City and Regional Planning education abroad program. In addition, a student must earn three (3) credit hours of related coursework. Students have the following coursework options:

- A student may enroll in the three (3) credit hour course associated with the education abroad program. **OR**
- If a student participates in the six (6) credit hour International Development studio, three (3) of those credit hours can be applied toward this Category A requirement.

B. International Elements (3 credit hours)

This requirement can be satisfied either by (1) taking course(s) involving international elements that apply planning knowledge, (2) participating in a planning-related co-op or internship outside the U.S., or (3) enrolling and participating in a second education abroad program.

1. **Coursework Option:** Select CRP courses can be used to satisfy this category and earn the student a minimum of three (3) credit hours.
 - The following CRP courses satisfy this requirement: CRPLAN 2210, CRPLAN 3200, CRPLAN 4100, CRPLAN 4461, CRPLAN 4674, CRPLAN 4597, CRPLAN 4999/H (with international focus) and CRPLAN 5200.

OR

2. **Internship Option:** Alternatively, a student may choose to complete Category B through a planning-related co-op or internship experience outside the U.S. To do so, all of the following requirements must be met:
 - The student is required to spend an entire semester working internationally in planning-related activities; **AND**
 - Prior to beginning an international internship, the student must coordinate with the CRP Internship Program Coordinator by submitting and receiving approval of their Internship Registration Form, signed by their international internship supervisor, which documents the type of planning-related work they will be doing. **AND**
 - Upon their return to the U.S./OSU, the student must coordinate with the CRP Internship Program Coordinator by submitting and receiving approval of their Internship Record Form, signed by their supervisor, that confirms details related to satisfactory completion of the internship.

OR

3. **Additional Education Abroad:** Alternatively, a student may enroll and participate in an additional OIA-approved education abroad program. The student must earn three (3) credit hours of related coursework associated with the education abroad program.

C. World Culture or Language (6 credit hours)

The Bachelor's degree program for City & Regional Planning does not include a world language requirement. As a result, a student can complete this requirement by meeting the GE requirement in world language or world culture coursework, totaling six (6) credit hours.



City & Regional Planning Global Option

1. **World Language Option:** A student must earn at least six (6) credit hours of world language coursework, in any world language, by one of the following options:
 - The student takes world language courses 1101 **AND** 1102 **OR**
 - The student earns world language examination (EM)/transfer credit for 1101 **AND** 1102 **OR**
 - The student earns world language EM/transfer credit for 1101 **AND** takes foreign language course 1102 **OR**
 - The student can be exempted from the coursework if they have a verified proficiency in a world language.

OR

2. **World Culture Option:** In place of the world language option, a student may complete a minimum of six (6) credit hours of coursework that develops a familiarity with the history, culture, government, and/or economic system of several target countries.
 - A student may take any of the 3000-level or higher GE Diversity Courses with Global Studies designations to fulfill this category.
 - Alternatively, if a student takes one or more of the CRP courses listed in Category B but does not need all of them to satisfy the Category B requirement, then they may apply the extra credit hours toward fulfilling this Category C requirement.

D. International Design (3 credit hours)

A student must complete a minimum of three (3) credit hours of international design-related coursework with a strong international focus. This requirement can be met either with a six (6) credit hour CRP International Development Studio or a minimum of three (3) credit hours of coursework associated with a thesis that has an international development focus. Below are the options:

1. Studio Option - ideally, students will fulfill this requirement by completing the International Development Studio (for undergraduates). Because the studio is six (6) credit hours, the remaining three (3) credit hours can be applied to Category (A) as needed. **OR**
2. Thesis Option - alternatively, if the student is pursuing a thesis, the student may apply three (3) credit hours of thesis coursework (CRPLAN 4999/H) to meet this requirement if the thesis has an international development focus. Because this course is six (6) credit hours, the remaining three (3) credit hours can be applied to Category (B) as needed. The student's thesis advisor must approve the international development focus of the student's thesis for this option.

Policies

1. Upon deciding to participate in the GO-KNOW program, students should enroll in the program by completing and submitting the GO-KNOW Registration Form to Knowlton School's Student Services Office, in addition to reviewing the program requirements with Student Services or the CRP Undergraduate Chair.
2. Students may discontinue the program at any time without penalty by notifying the Knowlton School's Student Services Office.
3. All graded components of the program must be completed at a C- or better level or satisfactory completion of any S/U courses.
4. Students must complete all degree requirements for the CRP undergraduate program.
5. Students are expected to remain in good academic standing in the Knowlton School.
6. Students will receive documentation of completion and transcription designation.
7. Students are required to maintain a record of the courses/activities they complete using the GO-KNOW Form. It is their responsibility to ensure the form is complete, signed and submitted to Knowlton School's Student Services Office before the program designation can be approved to be added the student's transcript. The deadline is the 4th Friday of the semester prior to the semester in which the student plans to graduate.

Approved: November 1, 2017



GO-KNOW PROGRAM ADMINISTRATION

Procedures and Oversight

The GO-KNOW Program will be managed in partnership by the Knowlton School's Student Services Office and the CRP Undergraduate Chair, CRP Internship Program Chair, CRP Education Abroad Faculty, CRP Faculty, Knowlton School's Academic Affairs Committee, CRP Section Head, and Knowlton School's Humanitarian Engineering Committee Representative. Additionally, the program will be managed in consultation with the Director of International Initiatives in Engineering and the Office of International Affairs.

Below is a summary of the Knowlton School's faculty and staff responsibilities related to the GO-KNOW program:

1. Knowlton School's Student Services:
 - Maintain accurate records of student participation.
 - Report program participation and completion details monthly to the CRP Undergraduate Chair and the Director of International Initiatives in Engineering.
2. CRP Undergraduate Chair
 - Approve Exceptions.
 - Review GO-KNOW program requirements with interested students.
3. CRP Internship Program Chair
 - Maintain internship forms.
 - Review and approve international internships.
4. CRP Education Abroad Faculty
 - Share/market information to students on the GO-KNOW program.
 - Conduct CRP education abroad trips.
5. CRP Faculty
 - Maintain an accurate list of international-related CRP courses (Category B-1).
6. Knowlton School's Academic Affairs Committee
 - Request periodic updates on the GO-KNOW program course requirements to ensure accuracy.
 - Consider involvement of other Knowlton Sections and graduate programs, as appropriate.
7. CRP Section Head
 - Initiate GO-KNOW program updates and revisions.
 - Mediate student disputes related to exceptions, etc.
8. Knowlton School's Humanitarian Engineering Committee Representative
 - Serve as the Knowlton School's liaison on the Humanitarian Engineering Committee
 - Coordinate with the above-listed faculty and staff to perform GO-KNOW program updates and revisions.
 - Coordinate with the Director of International Initiatives in Engineering and the Office of International Affairs to perform GO-KNOW program updates and revisions.

The partners listed above will provide ongoing support to the Student Services Office and perform program evaluations and updates. Additional procedures and oversight details will be added as the program develops and is revisited in Autumn Semester 2018.

Approved: November 1, 2017



Exceptions

1. Category (A) – Education Abroad
 - a. If a CRP education abroad trip is not reasonably offered or a student applies but is not accepted into a CRP education abroad trip, the student may ask for an exception so they may participate in a non-CRP education abroad trip to meet this requirement.
 - i. Approval from the CRP Undergraduate Chair is required.
2. Category (B) – International Elements
 - a. If a student completes the Internship Option, then the required three (3) credit hours are waived, and the student therefore only needs to complete twelve (12) total credit hours for the Global Option instead of fifteen (15).
3. Category (D) – International Design
 - a. If a student is unable to take the International Development studio because it is not offered during their junior or senior years, they may instead enroll in an independent study (CRPLAN 4193) for at least three (3) credit hours with a CRP faculty member as long as the independent study is international design-related with a strong international focus.
 - i. Approval from the CRP faculty member who is conducting the independent study and from the CRP Undergraduate Chair are required.

Next Steps, Metrics and Milestones

- Program approval will require: the same approval and monitoring of curriculum as all similar programs; approval by the Knowlton Academic Affairs Committee; oversight by the Student Services Office and Director of International Initiatives in Engineering.
- Spring Semester 2017
 - Send a survey to existing CRP undergraduate students to gauge interest in the program.
 - Survey CRP faculty to identify any additional courses that may be appropriate for Category B/C.
 - Set goal for participation based on survey results.
 - Finalize GO-KNOW program details.
 - Knowlton School Academic Affairs Committee approval.
- Autumn Semester 2017
 - Initial implementation of the GO-KNOW program.
 - Market and enroll students.
- Autumn Semester 2018
 - Revisit program to consider updates and/or expansion into other Knowlton School Sections and graduate programs.
- Spring Semester 2018
 - Complete program updates, set schedule for next evaluation/update period.
- Autumn Semester 2018
 - Implement program updates