Dear Randy,

On Wednesday, July 3, 2019, Carolyn Sommerich, Chair of COE CCAA, approved, on behalf of the committee, the proposal to create the non-credit, online Certificate of Completion course Planning & Zoning Fundamentals for Elected and Appointed Leaders.

The Planning & Zoning Fundamentals for Elected and Appointed Leaders course is a workforce development program designed to introduce appointed and elected municipal leaders to city planning concepts, municipal governance, and public service. This course will help prepare new and current local leaders for their roles in guiding their municipality in addition to promoting civil discourse in their community.

The course will be delivered in 100% online asynchronous format. This program is developed by City and Regional Planning, Knowlton School of Architecture and delivered through the Professional and Distance Education Programs Office, College of Engineering.

Attached is the approved proposal. If you require additional information, please let know.

Yours sincerely,

Rosie

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Proposal for a non-credit, online, certificate of completion course
“Planning & Zoning Fundamentals for Elected and Appointed Leaders”

June 17, 2019

OAA Certificate Program Category: (4) Workforce Development Certificate of Completion Programs

Description
The Planning & Zoning Fundamentals for Elected and Appointed Leaders course is a workforce development program designed to introduce appointed and elected municipal leaders to city planning concepts, municipal governance, and public service. This course will help prepare new and current local leaders for their roles in guiding their municipality in addition to promoting civil discourse in their community.

Students must successfully complete the course within a seven week period in order to obtain the certificate of completion. The course will be delivered in 100% online asynchronous format. This program is developed by City and Regional Planning, Knowlton School of Architecture and delivered through the Professional and Distance Education Programs Office, College of Engineering.

Stand-alone Program and Maximum Credit Overlap between Academic Certificate and Other Academic Programs
This is a non-credit, online course and will be a stand-alone program.

City and Regional Planning offers OSU students a similar course for credit (CRPLAN 5170) and it is slightly different. The modules are all the same but the assignments are different. In CRPLAN 5170, the assignments are designed specifically for students while in the non-credit course, the assignments are tailored specifically for practitioners and elected/appointed officials.

Maximum Credit Overlap with Degree Program
N/A

Minimum Acceptable Grade to Apply
N/A

Transfer Credit
N/A

EM Credit
N/A
**Outcomes-based**

Upon completion of the course students will be able to:

1. Understand planning and governance fundamentals
2. Know how to communicate in a public setting.
3. Be familiar with the major framework of municipal planning and zoning.
4. Understand the influence of community design, development, and transportation on their municipality.
5. Gain a perspective on planning for the future of their communities.

**Curriculum and Credits**

The non-credit course will include six modules:

1. Planning and Governance Fundamentals
2. Communicating with the Public
3. Planning and Zoning Framework
4. Focus Areas – Community Development, Revitalization and Design
5. Focus Areas – Economic Development and Transportation Fundamentals
6. Planning for the Future

The instructional material for the course will consist of six hours of recorded online instruction and six hours of additional coursework including assignments and quizzes. The course will be seven weeks in length and offered during the second seven-week term of autumn and spring semesters, as well as first term summer.

The course will be delivered 100% online and asynchronously. Students will progress through the course at their own pace but they must complete all of the course work within the seven week period. The instructors will participate in each course offering and provide support to students and be available to answer questions using email, discussion boards, or CarmenConnect meetings if requested.

**Admission**

The only admission’s requirement is that students have a high school diploma or equivalent. Students will be asked to confirm this when registering for the course.

**Arranged/Individual Study Courses**

None.

**Minimum Grades and GPA to Complete Program**

No letter grade will be assigned for a course. Final course grade is Pass/Fail. Each of the six modules includes an assignment and a quiz. Students must receive a 100% on each quiz (that can be taken multiple times) and submit all six assignments (graded by completion).
Recorded in the Student Information System (SIS)
No

Regular OSU Tuition and Fee Assessment
No, this is a non-credit program. Fee will be $200 per person.

Eligibility for Federal Pell Grant and Direct Student Loans
No

Diploma Issued
No.

Type of Completion Document Issued
A certificate of completion will be provided after a student successfully completes the course.

Proposal Contact Information
Bob Mick                          Kim Burton and Kyle Ezell
Director                          City and Regional Planning
Professional & Distance Education Programs Knowlton School of Architecture
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Hi Bob,

The Glenn College is happy to provide concurrence for the proposed “Planning and Zoning Fundamentals for Elected and Appointed Leaders” class/Category 4 certificate.

Rob

THE OHIO STATE UNIVERSITY

Robert T. Greenbaum
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Hi Rob,

Two faculty from City and Regional Planning in KSA would like to offer an online course through my office and it’s called “Planning and Zoning Fundamentals for Elected and Appointed Leaders.” It’s a Cat 4, of the OAA certificate guidelines, or a workforce development course. I’ve attached the proposal. The course is intended to teach appointed and elected municipal leaders to city planning concepts.

Before our college curriculum committee will approve, they have asked that I ask for approval from the John Glenn College of Public Affairs due to the possibly of shared interest.

Could you please help me with this? Is there anyone in particular that I should submit this to or are you the appropriate person?

We are hoping to offer this for the first time Autumn 2019 2nd term.

Thank you,