Ram Plan Application Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

The Ram Plan: Co-curricular Transcript completes the educational mission of the University through co-curricular experiences that prepare students to succeed personally, professionally, and contribute to the common good. The co-curricular transcript is a tool for all students to capture and share their co-curricular learning. The purpose of this policy is to outline the expectations and processes related to Ram Plan applications.

Policy Statement

Department leaders are responsible for ensuring all employees understand the Ram Plan, are aware of the Ram Plan experiences offered by their department, and are trained appropriately on submitting applications, delivering experiences, scoring assessments, and adding experiences to students' co-curricular transcripts. This policy covers the application due dates, experience eligibility, applicant eligibility, application content, utilization of external content, review processes, and editing of applications after approval has been granted.

Policy Framework

Due Dates

Application due dates will be offered by the Ram Plan Review Committee three times per year to assist employees with developing application goals and plans. The due dates will be listed on the Ram Plan faculty/staff webpage.

Types of Experiences

Co-curricular experiences are educational opportunities outside of the classroom that are intentionally designed to build students skills and competencies that complete the educational mission of the university in fostering student success. Although not required, faculty and staff are encouraged to pilot experiences and refine experience content prior to applying. Once approved, experiences should be offered over the course of several years. On occasion, it may be appropriate to transcript signature programs without pilot testing.

Application Development and Submissions

All faculty, staff, and administrators at West Chester University are invited to submit applications for the Ram Plan: Co-curricular Transcript. In collaboration with a department, students may assist with developing application content; however, the application must be submitted by a faculty or staff member in the department. This requirement ensures the application criteria are met appropriately, the department is in agreement with the experience and committed to helping offer it, and it also reduces the time spent transitioning applications when students leave the department and/or university.

Student leaders who wish to submit an experience for the transcript must identify a department that is willing to support the experience and submit the application on their behalf. The experience must align with the department's mission and fit with the other experiences offered by the department.

Application Content

At a minimum, the application will require the following information:
- Applicant's name and contact information
- Individuals or departments collaborating on the experience

- Experience title

- Experience description

- Experience history

- Need that the experience is filling

- Focus area(s) connected to the program (limit of three)

- Learning outcome(s)

- Primary learning goal

- Theories, models and best practices that were used as a foundation for the experience

- Experience materials (e.g., presentation, facilitator guide, worksheets, syllabi)

- Assessment questions and answer key

- Social justice practices considered in the design and/or delivery of the experience

- Information needed to add experiences to the Ram Plan catalog

- Supervisor/director contact information

Utilization of External Content

If content for the experience has been developed outside West Chester University, faculty and staff coordinating the experience are responsible for ensuring the proper permissions are obtained to utilize the content prior to submitting the application and offering the program.

Post-Approval Application Edits

A department that wishes to change an experience after it has been approved must re-submit the application with the necessary edits and go through the review process again before offering the revised program.

Procedures

Director Review Process

Department directors will be responsible for reviewing and approving applications from their areas prior to the Ram Plan Review Committee's review. Directors are encouraged to use the Director Review form as a guide for their review, which is located on the Ram Plan faculty/staff webpage. Directors may request training on how to review applications from the Ram Plan Review Committee.

Directors who are submitting applications must review their own application and approve it in RamConnect.

Ram Plan Review Committee Process

Committee Charge: The Ram Plan Review Committee is responsible for providing a holistic review and approval of co-curricular transcript applications, in collaboration with the applicant(s) and department director(s). The team assures applications align to co-curricular standards, promising practices, and the WCU and Student Affairs missions and visions to enhance the student experience.

The Ram Plan Review Committee will review applications after the directors in the department(s) have approved the application. The names of the reviewers and the timeline for conducting the review will be shared with the applicant. Reviewers will strive to provide feedback to applicants within two weeks of the application submission. The reviewers will use the feedback form located on the Ram Plan faculty/staff webpage to conduct the review and will share the form with the applicant. Applicants are expected to make timely updates and re-submit applicants as soon as possible to keep the process moving. Reviewers may request additional edits as necessary, until they feel the application meets the requirements.

Post-Approval Process

Once approved, the applicant, their supervisor, and the leader of their area will be notified (e.g., assistant vice president, vice president, dean). The experience will be approved in RamConnect and added to the Ram Plan: Co-curricular Catalog, Education Plans, and myWCU. An announcement may also be made in WCU newsletters, meetings and the like. A copy of the application will be stored in the Student Affairs Co-curricular Transcript site located in SharePoint. Departments are also encouraged to keep a copy of the application on record in their department files for future reference and personnel transition planning.

Once approved, applicants can move forward with offering the program, scoring the assessments, and adding the program to students' transcripts.

Definitions

Co-curricular experiences – educational opportunities outside of the classroom that are intentionally designed to build students skills and competencies that complete the educational mission of the university in fostering student success.

References

Ram Plan Faculty/Staff webpage: wcupa.edu/ramplanapp

Reviewed by: Amanda Thomas, Student Affairs Policy Designee; Ram Plan Leadership Team; Ram Plan Review Committee; Student Affairs Leadership Team.

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