



**Oral Roberts University  
Curriculum Change Proposal**

Proposal # GenEd 2014-15 #1

- University change
- College-only change

Jana Swartwood  
Contact Person

(Online) CAOS 9-19-14  
College Date

**PROPOSAL** (Curriculum changes become effective with the next catalog.)

• Official statement of proposed change:  
To reactivate LGEN 114 to replace LGEN 099 for online students only, with the following components: (1) course fee currently in LGEN 099 would transfer to LGEN 114, (2) course would be ad hoc in spr & sum 2015 & permanent starting fall 2015, (3) course would raise number of hours in online gen ed by 3 hrs--thus reducing electives by 3 hrs.

**COURSE\***

**Create New Course**

- Prefix/Number LGEN 114 Name Online Learning Strategies Credit Hours 3.0
- Grade Mode  Letter Grade  Pass/No Pass
- Course Type  Discussion  Lecture  Internship/Practicum  Seminar  
 Laboratory  Proficiency  Online Only
- Are resources (faculty, library, equipment) adequate to support the course?  Yes  No
- Is the course cross listed?  Yes  No If yes, please list with which course \_\_\_\_\_
- List prerequisites \_\_\_\_\_ List corequisites \_\_\_\_\_
- Have the prefix, number, and title been approved by the Registrar?  Yes  No
- Syllabus *must* accompany proposal. Is it attached?  Yes

**Delete Existing Course**

- Prefix/Number \_\_\_\_\_ Name \_\_\_\_\_ Credit Hours \_\_\_\_\_

**Change Existing Course**

- Prefix/Number \_\_\_\_\_ Name \_\_\_\_\_
- Credit Hours from \_\_\_\_\_ to \_\_\_\_\_
- Grade Mode from \_\_\_\_\_ to \_\_\_\_\_
- Prefix/Number from \_\_\_\_\_ to \_\_\_\_\_
- Does this proposal change the course content?  Yes  No (Attach explanation of content change.)

**DEGREE PLAN\***

**Create New Degree Plan**

- New major (name) \_\_\_\_\_ New minor (name) \_\_\_\_\_
- Copy of new degree plan *must* accompany proposal. Is it attached?  Yes
- Are resources (faculty, library, equipment) adequate to support the degree plan?  Yes  No

**Change Existing Degree Plan**

- Which degree plan(s) does this proposal affect?  
Major(s) (name) \_\_\_\_\_ Catalog Code(s) (e.g., WRT) \_\_\_\_\_  
Concentration(s) (if applicable) \_\_\_\_\_ Catalog Code(s) \_\_\_\_\_
- Which part of the degree plan sheet is affected?  
 General Education  Major  Minor  Cognate  
 Concentration  Elective  Other  Proficiency
- Copy of degree plan from back page of degree plan sheet or from catalog *must* accompany proposal and show handwritten changes indicating how this proposal changes the degree plan. Is it attached?  Yes

\*If this proposal affects other departments (e.g., prerequisites, enrollment), the chairs must be involved in the proposal process.

**RATIONALE FOR PROPOSAL:** (included primary concern addressed by proposal)

Course was deactivated in 2009 and needs to be reactivated.

*it is needed to help online students succeed.*

**APPROVAL PROCESS** (Signatures must be obtained in the following order.)

1. Signature of Chair *Sueda Gray* Date 9-19-14  
Comments:

2. Signature of College Dean *Mark R Hall* Date 9-19-14  
Comments:

3. Signature of Provost *G. Reid-Huf* Date 9-19-14  
Comments:

4. Signature of University Technical Editor *Sueda Gray* Date 9-19-14  
(to validate catalog name and numbering)

Route of Approval Required:  General Education Curriculum Committee  College Curriculum Committee

5.

For University Change			For College Change		
General Education Curriculum Committee	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	College Curriculum Committee	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

Signature of Committee Chair \_\_\_\_\_ Date \_\_\_\_\_  
Comments:

6.

For University Change			For College Change		
Faculty Senate	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	College Faculty Assembly	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
University Faculty	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved			

Signature of appropriate President \_\_\_\_\_ Date \_\_\_\_\_

7. Provost  Approved  Not Approved

Signature of Provost \_\_\_\_\_ Date \_\_\_\_\_

8. Registrar

• Entered by \_\_\_\_\_ Date \_\_\_\_\_

- Registrar forwards copies to Originator, Provost, Faculty Senate President, appropriate Curriculum Chair, Library Faculty Facilitator, Director of International Programs, Director of Athletic Academics, Director of Student Resources, and University Technical Editor (for catalog).
- Curriculum changes become effective with the next catalog unless this proposal is accompanied by a written rationale approved by the Provost.

*online*  
Syllabus for  
**LGEN 114—Distance Learning Strategies**  
3 Credit Hours  
Spring A 2015

I. COURSE DESCRIPTION

A study designed to orient the student to the distance learning approach and format, University outcomes, philosophy of assessment, electronic portfolio (ePortfolio), and various study strategies. Combines theory and practice to help students develop technology skills necessary for navigating ORU's online systems. Discusses practical strategies for success in a distance learning program. Also acquaints the student with the nature, philosophy, and lifestyle of ORU.

Prerequisites: None  
Course fee: \$70.00

II. COURSE GOALS

The goal of this course is to give students an understanding of the basic knowledge required to complete course material, develop good study habits, communicate with ORU online faculty and staff, and meet University Whole Person Assessment requirements.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

- A. Identify the University outcomes.
  - 1. Spiritually Alive
  - 2. Intellectually Alert
  - 3. Physically Disciplined
  - 4. Socially Adept
  - 5. Professionally Competent
- B. Demonstrate proficiency in university technology required for online coursework, including VISION, ORU email, Desire2Learn (D2L), ORU library electronic resources, and ePortfolio.
- C. Develop a global perspective and demonstrate understanding of performance assessment.
- D. Apply ORU's Code of Honor to one's personal situation as an online student.
- E. Upload artifacts into the ePortfolio, and submit them for assessment.
- F. Describe and implement the characteristics of a master student.
- G. Show effective methods of organization and time management.
- H. Practice effective techniques for communicating with ORU faculty and staff from a distance.
- I. Demonstrate a fundamental understanding of plagiarism, why it is abhorrent, and how to avoid participation in it.
- J. Describe the value of the library and other online resources for successful education.
- K. Enhance one's ability as a student by involvement in basic study strategies.
- L. Evaluate one's educational and career goals.
- M. Assess one's readiness for University composition and mathematics courses.
- N. Develop strategies for online test-taking, discussion and group work, and preparing written assignments.
- O. Examine one's motivation and learning styles.
- P. Experience an enhanced level of self-confidence for education attainment.
- Q. Develop a strategic plan for success in online education and beyond.

#### IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

##### Required Materials

- A. Ellis, Dave. *Becoming a Master Student*. 15th ed. Boston: Cengage, 2015. ISBN: 9781285193892.
- B. Nordell, Randy. *101 Tips for Online Course Success: An Online Course Companion and Daily Planner*. New York: McGraw-Hill, 2015. ISBN: 9780078020926.
- C. *General Education Whole Person Assessment Handbook*. Tulsa, OK: Oral Roberts University, 2014-2015. (Access the handbook online by going to <http://wpahandbook.oru.edu>.)
- D. Access to various websites throughout the course.

#### V. POLICIES AND PROCEDURES

##### A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include—but are not limited to the following:
  - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
  - b. Failing to meet group assignment or project requirements while claiming to have done so;
  - c. Failing to cite sources used in a paper;
  - d. Creating results for experiments, observations, interviews, or projects that were not done;
  - e. Receiving or giving unauthorized help on assignments.By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the *ORU Employee Handbook*, sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records.
5. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.

6. Students are to be in compliance with University, school, and departmental policies regarding ePortfolio requirements. Students should consult the ePortfolio handbooks for requirements regarding general education and the students' majors.
  - a. The penalty for not submitting electronically or for incorrectly submitting an ePortfolio artifact is a zero for that assignment.
  - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Course Policies and Procedures

1. **Grades**

The final grade is based on the following requirements:

- a. Written assignments, quizzes, and threaded discussions.
- b. Successful submission of all required WPA artifacts through ePortfolio.

2. **Grading Scale**

A=90-100% B=80 -89% C=70-79% D=60-69% F=59% and below

3. **Whole Person Assessment Requirements**

- a. The Honor Code Reflection Paper fulfills the University's outcome 1D, Ethical Behavior.
- b. The CareerBeam Follow-Up Questions fulfil the University's outcome 1B, Sensitivity to the Holy Spirit.
- c. The Plagiarism Quiz fulfills the University's outcome 2B, Information Literacy.
- d. Because this course provides the foundational WPA training for online students, artifacts not submitted electronically or incorrectly submitted will result in an F in the course.

3. **Other Policies and/or Procedures**

- a. Students must complete all assignments in a timely manner. It is up to the student to contact the professor should any unforeseen problems or delays arise.
- b. The professor of this course is Ms. Jana Swartwood. Her preferred means of communication is her email address ([jswartwood@oru.edu](mailto:jswartwood@oru.edu)), but you may also call her during business hours at 918.495.6784.

VI. COURSE CALENDAR

TO BE DETERMINED ONCE COURSE IS REACTIVATED.

## Course Inventory for ORU's Student Learning Outcomes

### (Whole Person Assessment LGEN 114) (Spring A 2015)

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
<b>1</b>	<b>Outcome #1 – Spiritually Alive Proficiencies/Capacities</b>				
1A	Biblical knowledge				X
1B	Sensitivity to the Holy Spirit	X			
1C	Evangelistic capability				X
1D	Ethical behavior	X			
<b>2</b>	<b>Outcome #2 – Intellectually Alert Proficiencies/Capacities</b>				
2A	Critical thinking	X			
2B	Information literacy	X			
2C	Global & historical perspectives				X
2D	Aesthetic appreciation			X	
2E	Intellectual creativity		X		
<b>3</b>	<b>Outcome #3 – Physically Disciplined Proficiencies/Capacities</b>				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
<b>4</b>	<b>Outcome #4 – Socially Adept Proficiencies/Capacities</b>				
4A	Communication skills	X			
4B	Interpersonal skills			X	
4C	Appreciation of cultural & linguistic differences				X
4D	Responsible citizenship				X
4E	Leadership capacity		X		

*(Revised 9/15/09)*