Policy History	
Policy No. AC15	
Approving Jurisdiction: Board of Governors with the advice of Senate	
Administrative Responsibility: Provost and Vice President Academic	
Effective Date: September 30, 2021	

Micro-credentials Procedure

A. DEFINITIONS

1. **Digital Badge**: A KPU Digital Badge is used to represent completion-based learning through an activity offered by a KPU academic or service unit. It is not approved by Senate and is non-credit-bearing. It is verifiable, portable, and shareable.

2. **Digital Badge Committee (DBC):** A committee created by the Provost for the purpose of reviewing and approving Digital Badges.

3. **Micro Course:** A KPU Micro Course is shorter in length and curriculum than a traditional course and results in less than 3 credits. It may be a new, standalone offering or a modular version of an existing KPU course. It is approved by Senate. Micro Courses that are competency-based may be proposed as Micro-credentials.

4. **Micro-credential**: A KPU Micro-credential is a short, flexible offering that is competency-based. It is approved by the Senate Micro-credential Committee, may be non-credit-bearing, credit-bearing, or embedded within credit-bearing courses or programs, and is represented through an Open Badge.

5. **Open Badge:** A KPU Open Badge is used to represent competency-based learning through a KPU Micro-credential. It contains information about the competency and whether the associated Micro-credential is non-credit-bearing, credit-bearing, or embedded within a credit-bearing course or program. It is verifiable, portable, and shareable.

6. **Senate Micro-credential Committee (SMC):** A senate committee that may conduct its business synchronously or asynchronously for the purpose of expeditiously reviewing and approving micro-credential offerings at KPU.

7. **Short Course:** A KPU Short Course is a non-credit offering that is focused on knowledge acquisition in line with KPU Policy *AD4 Continuing Education and Contract Services*. Short Courses that are competency-based may be proposed as Micro-credentials.

B. PROCEDURES

1. **Micro-credentials**

a. The Senate Standing Committee on Curriculum (SSCC) will create a subcommittee, *Senate Micro-credential Committee (SMC),* for the purpose of reviewing and approving micro-credential offerings at KPU.
b. The SMC will have an elected Chair, from among the following members:
    i. One faculty member from each Faculty
    ii. One representative from the Office of the Provost and Vice President Academic
    iii. One representative from Continuing & Professional Studies
    iv. One decanal representative
c. The SMC will create and make available a Micro-credential Outline form, which will require information including but not limited to:
    i. Confirmation that the proposed Micro-credential meets the criteria for a competency-based Micro-credential
    ii. The type (credit-bearing or non-credit-bearing) and the academic level (preparatory, vocational, undergraduate, or graduate) of the proposed Micro-credential
    iii. Details concerning the proposed Micro-credential (e.g., title, description, learning outcomes, etc.)
    iv. Summary of relevant consultations that have occurred
d. For Micro-credential proposals that are non-credit-bearing, the proponent will complete the Micro-credential Outline form and submit it to the SMC Chair.
e. For Micro-credential proposals that are credit-bearing or embedded within credit-bearing courses or programs, the proponent will complete the Micro-credential Outline form and submit it to the relevant Faculty Standing Committee on Curriculum and then Faculty Council for approval, prior to being submitted to the SMC Chair.
f. The SMC will oversee the following expedited approval process:
    i. The SMC Chair receives a Micro-credential Outline form
    ii. The SMC Chair determines if the form is complete and ready to be reviewed by the SMC. If the form is not complete, the SMC Chair will provide feedback to the proponent and await resubmission.
    iii. The chair will forward the Micro-credential Outline form to all members of the committee for their review that will be completed within 10 working days. As SMC members conduct their review, they will also consider the following questions:
        1) Does the Micro-credential represent a duplication of offerings at KPU?
            a) If the Micro-credential represents a duplication, the Department Chair(s) of the department(s) with the existing offering will be sent the proposal for review.
            b) The Department Chair(s) will be given 10 working days to review the proposal and respond to the SMC Chair.
        2) Is the Micro-credential competency-based?
        3) Will the Micro-credential be credit-bearing or embedded within credit-bearing courses or programs?
    iv. At the end of the 10-working day review period, the Chair will electronically call the question on the approval of the proposed Micro-credential.
    v. The minimum response rate for approval will be 7 members of the SMC, with a simple majority required for approval.
    vi. If the SMC approves the proposal, the Chair of the SMC will sign the proposal and send to the Provost for signature.

      vii.   If the SMC does not approve the proposal, an electronic meeting will be held to discuss the proposal. At the end of the meeting a final vote will be called. If the proposal still does not have approval from a majority of SMC members, it will be returned to the proponent for revisions.

          1)   For Micro-credential proposals that are credit-bearing or embedded within credit-bearing courses or programs, the revised proposal must obtain approval from the relevant Faculty Standing Committee on Curriculum and Faculty Council, prior to being resubmitted to the SMC Chair.

   g.   Micro-credential proposals that are non-credit-bearing will go through the SMC approval process. If approved by the SMC the proposal will then be submitted to the Provost for signature.

   h.   Micro-credential proposals that have requested to be credit-bearing or embedded within credit-bearing courses or programs or to be recognized as a requisite for other KPU courses or degree requirements, will go through the SMC approval process. If approved by the SMC the proposal will then be submitted to the Provost for signature. Upon receipt of the signature of the Provost, the Micro-credential proposal will be sent to SSCC for review and recommendation to Senate.

      i.   An approved Micro-credential that has been signed off by the Provost may be offered as non-credit-bearing while it is awaiting review by the SSCC and Senate.

   i.   Micro-credentials will be reviewed biennially by the relevant program area to ensure their currency and other related factors. Micro-credentials not offered for a period of 2 years will be considered by the Provost for discontinuance and sent to the SMC for action as needed.

2. **Digital Badges**

   a.   The Provost will create a *Digital Badge Committee (DBC)* for the purpose of reviewing and approving Digital Badges.

   b.   The DBC will have an elected Chair, from among the following members:

      i.   One faculty representative

      ii.   One representative from the Office of the Provost and Vice-President Academic

      iii.   One non-academic administrative representative

      iv.   One decanal representative

   c.   The Provost will send a regular report to SSCC listing all Digital Badges that have been approved since the last SSCC meeting.

   d.   If SSCC determines that a Digital Badge has been created erroneously and should have fallen under the Micro-credential approval or other Senate approval process, the Provost will be asked to provide a more detailed explanation of the Digital Badge at the next SSCC meeting.

   e.   If SSCC remains dissatisfied with the Digital Badge, it will be sent to Senate for a final decision.

C. RELATED POLICY

Refer to AC15 *Micro-credentials* Policy.