Technology Proficiency

Effective Date: March 6, 2014

Policy Statement: Program Responsibility for Student Technology Proficiency (Internal Policy Not to be published in Bulletin)

Individual degree programs are responsible for determining what student technology training is appropriate for meeting program objectives.

Programs will specify training to be accomplished using one of the following or a combination of the following approaches:

1. Having students take and pass a Computer Proficiency Course CIS 150, Introduction to Computer Applications.
2. Having students pass the Computer Proficiency Exam (CPE) CIS 010.
3. Having students demonstrate mastery of technology-related student learning outcomes that have included appropriate technology training. These outcomes must be aligned with one or more courses in the program's course of study that might include some direct instruction in specific technology or might include a requirement to complete certain JagSkills self-paced modules (available free to students through USAonline). Additional, these outcomes must be aligned with one or more assessments that students complete during the course of the program.

An important aspect of student technology training is the assessment of such training. All programs must have relevant learning outcomes that are annually assessed (as appropriate) and are clearly embedded in the program's course of study. If appropriate to meet a program's student learning outcomes related to technology, items 1 and 2 in the list above have existing, ongoing assessment. Item 3 will require program faculty to 1) develop suitable learning outcomes related to technology; 2)   develop a curriculum map that indicates where in the course of study students will be able to meet those learning outcomes, and 3) develop adequate instrumentation and processes for annually assessing (as appropriate) student mastery of those learning outcomes. If JagSkills self-paced modules are used, students can be required to print and present certificates generated by the modules, indicating   proficiency as an aid in assessment.

Each program should publish in its section of the Bulletin requirements for students relative to student technology training if not accomplished entirely within courses required in the curriculum.

Approved Bulletin Change for Technology Proficiency

Current Bulletin Wording (page 32):

Computing Proficiency
(Refer to Computer Access above)

All undergraduate students must demonstrate basic computing skills prior to graduation from the University. This   requirement may be satisfied by:

1. *passing the Computer Proficiency Examination* (CPE), or*

2. *passing CIS 150; Introduction to Computer Applications, or another approved computer skills course, or*

3. *for students who are pursuing a major leading to teacher certification: passing EDM 310: Microcomputing   Systems in Education. This course is required for all teacher certification programs.*

The following students are required to take the Computer Proficiency Examination (CPE): (1) all students who plan   to major in any program in the College of Arts and Sciences and (2) all students who plan to take CIS 250. Students not passing the CPE must complete CIS 150 (Introduction to Computer Applications) prior to enrolling in CIS 250.

In addition to new student orientation, the proficiency exam is administered four times during the semester. Times,   dates, and location of the exams are found at https://www.southalabama.edu/colleges/soc/computerprofiencyexam.html.

Current Bulletin Wording (page 33):

COMPUTER SKILLS REQUIREMENT

All students must be competent in the use of technology to meet the learning objectives of their academic programs. Accordingly, it is a degree requirement that all undergraduate students must either demonstrate   competency by passing a computer proficiency exam or by successfully completing an approved computer skills course. Detailed requirements vary by academic major and are explained in the individual degree program   descriptions.

New Technology Proficiency Statement to Replace Current Statements in Bulletin (both sections cited above will be replaced with text below):

Technology Use Requirement

All undergraduate students must have access to and training in the use of technology to enhance learning and appropriate to meeting the objectives of individual degree programs.

Each degree program will specify how their students will meet this requirement.

Pros and Cons of Technology Competency Options

	Pros	Cons	Comments
CIS 150 or equivalent	Built-in assessment.	Cost to student Low pass rate.	Option for programs requiring CIS 150.
Computer Proficiency Exam based on CIS 150	Built-in assessment. No cost to student.	Low pass rate. Student limited to scheduled times.	Option for programs requiring CIS 150.
Designated course(s) with embedded technology required by program	No additional cost to student other than required course. Allows flexibility to fit diverse program needs. Built-in assessment.	Some syllabi will have to be re-written to reflect technology goals. Some programs may have to develop new course(s). If a student changes majors there is a complication. (Students would have to fulfill new major requirements)	Programs may choose to incorporate desired technology training within designated course(s). Programs may include specific JagSkills modules if determined appropriate for needed technology training within the program. Could operationalize by incorporating any widely used basic JagSkills modules in FYE courses and/or EH 102.

For Internal Use
- All policies must include a title and page numbers in addition to the following information:
- Initial Approval date: unknown
- Initial Effective date: unknown
- Revision date(s): March 6, 2014
- Revision Effective date: March 6, 2014
- Committee approvals needed: Council of Academic Deans
- Administrative approvals needed: Sr. VPAA, VPHS
- Location(s) of publication: AA Policy Website
- Relevant attachments: None
- Relevant Forms: None