Micro-Credential Committee Review Guide

Item	Description	Yes	No	Notes
*Issuer	The unit issuing the micro-credential has the authority and expertise to do so.			
Name/Description	Name and description are clear and distinguish the micro-credential from other similar micro-credentials at KSU.			
*Classification	Classification of micro-credential is in alignment with the expectations of the KSU taxonomy.			
Distinction	The requirements for distinction are clearly described, elevated, and will limit recipients to a minority of those qualifying for the original badge.			
Description	A micro-credential's description should speak to both employers and learners.			
*Skills or Competency	Assignment matches what the skill or competency states and displays what the earner knows or can do.			
*Validity of Skills or Competency	Evidence that the skills or competency is valued in the current or future workforce is provided. This may include published educational standards or professional standards of practice.			
Learning Outcomes	What should learners be able to do as a result of gaining competency in this micro-credential's skill set? Do the Learning Outcomes align with the skills and earning criteria described?			
*Earning Criteria	The earning criteria is a rigorous observable demonstration of the skill or competency described. If a badge level II or digital certificate (expert), the required demonstration of skill or competency indicates the earner can likely transfer it to an authentic work environment and perform this skill at entry level.			
*Measure of Competency	An instrument (rubric) to measure competency is provided. The instrument is a valid, transparent, and as objective as possible measure of the stated competency or skills. The quality of performance warranting micro-credential award is defined by a rigorous and reasonable cut score on the instrument.			
Artifact Dissemination	Artifacts to provide evidence of skill/competency attainment can be easily shared electronically			

Tags	The tags align with the themes of the micro-credential. All major themes are included. Any aligned NACE, professional standards, and AAC&U tags are included.			
Target Audience	The audience will benefit professionally by earning this micro-credential.			
Expected Frequency of Awards	The frequency warrants institutional resources necessary to make this micro-credential available.			
Expiration	Expiration is logical and does not harm earners.			
Overlap of Micro-Credentials	If the micro-credential overlaps with other KSU micro-credentials, the difference is clarified and justified sufficiently. The perceived value of the existing micro-credential is not damaged by the addition of the proposed micro-credential.			
Directions and Delivery Structure	Instructions on how to enroll, access, and ask questions about this micro-credential are complete, accurate, and logical.			
Cost	No fee for award of the micro-credential is required. Costs associated with the learning experience are described, reasonable, and will not likely prevent the micro-credential from being awarded.			

*Items indicated with an (*) asterisk are prioritized during the Micro-Credential Committee review step.