



OPERATING PROCEDURES AND EXPECTATIONS  
OF THE  
MICRO-CREDENTIAL REVIEW COMMITTEE (MCC)  
AT KENNESAW STATE UNIVERSITY



## Contents

ARTICLE I : AUTHORITY AND FUNCTION .....	3
1.0 Overview .....	3
1.1 Statement of Purpose .....	3
ARTICLE II: MEMBERSHIP .....	4
2.0 Scope of Membership .....	4
2.1 Responsibilities of Members.....	5
2.2 Member Appointment .....	5
2.3 Term of Office .....	5
ARTICLE III: OFFICERS .....	6
3.0 Recording Secretary .....	6
ARTICLE IV: MEETINGS .....	7
4.0 Schedule of Meetings.....	7
4.1 Special Meetings .....	7
4.2 Agendas.....	7
ARTICLE V: PROCEDURES .....	8
5.0 Meeting Procedures.....	8
5.1 Micro-Credential Review and Approval Process.....	8
5.2 Decision-Making Process for Non-Proposal Items.....	9
ARTICLE VI: RECORD MAINTENANCE .....	10
6.0 Minutes .....	10
6.1 Submission of Proposals .....	10
6.2 Active Membership Roster .....	10



## ARTICLE I : AUTHORITY AND FUNCTION

### 1.0 Overview

The Micro-Credential Committee (MCC) is a working committee that operates in isolation and without connection to other committees at the University as outlined in the University Handbook, Section 3.1.2. The MCC shall develop their own operating procedures and expectations. The MCC shall have the authority to conduct studies and investigations regarding micro-credentials.

### 1.1 Statement of Purpose

The purpose of this Committee is to provide shared governance in the evaluation of proposed micro-credentials for alignment with the taxonomy, inclusion in the Inventory, and appropriate rigor with respect to assessment. In addition to reviewing proposals, this Committee provides feedback and suggestions on the practices of the micro-credential initiative.



## ARTICLE II: MEMBERSHIP

### 2.0 Scope of Membership

#### **2.0a** Approving Members.

Approving Membership in the MCC consists of faculty and staff representatives from units across campus. Approving members are those who review micro-credentials for inclusion in the KSU micro-credential initiative. Each of the units listed below shall appoint one representative to serve on the MCC as an approving member:

##### *Academic Colleges:*

- Clarice C. and Leland H. Bagwell College of Education – Faculty
- College of Architecture and Construction Management – Faculty
- College of Computing and Software Engineering – Faculty
- College of Science and Mathematics - Faculty
- Keeping Sights Upward Journey Honors College – Faculty
- Michael J. Coles College of Business – Faculty
- Norman J. Radow College of Humanities and Social Sciences - Faculty
- Robert S. Geer Family College of the Arts – Faculty
- Southern Polytechnic College of Engineering & Engineering Technology - Faculty
- The Graduate College - Faculty
- Wellstar College of Health and Human Services – Faculty

##### *Campus Departments & Offices:*

- Center for Excellence in Teaching and Learning – Faculty or Staff
- Community and Professional Education - Faculty or Staff
- Digital Learning Innovations - Faculty or Staff
- Division of Organizational Effectiveness, Leadership Development, and Inclusive Excellence - Faculty or Staff
- Division of Student Affairs - Faculty or Staff
- Office of Global Education – Faculty or Staff
- Office of Undergraduate Research - Faculty or Staff
- University Information Technology Services - Faculty or Staff



## **2.0b Ex-Officio (Non-Approving)**

Ex-Officio membership in the MCC consists of administrative faculty and staff who provide support for the micro-credential initiative. Ex-Officio membership consist of the following:

- Micro-Credential Coordinator(s)
- Associate Vice Provost for Curriculum and Academic Innovation

## **2.1 Responsibilities of Members**

**2.1a** Members will attend regularly scheduled meetings throughout the academic year.

**2.1b** Members review micro-credential proposals above the Souvenir level to ensure the proposals are in alignment with KSU's micro-credential guidelines and taxonomy.

**2.1c** Members of the committee also consider the:

- Degree of overlap and impact with other micro-credentials across campus.
- Consistency and appropriateness of the taxonomy level of the micro-credentials.
- Alignment between proposed assessment, learning outcomes, and workforce skills.
- Issuer expertise in micro-credential content.
- Proposed justification.

## **2.2 Member Appointment**

Units shall appoint members to the MCC. Nominations are to be completed in April of the current academic year and representatives for the new academic year confirmed by May to begin their term in August of that year.

## **2.3 Term of Office**

**2.3a** Each member of the Micro-Credential Committee (MCC) shall serve a term of two years, beginning on August 1 and ending on July 31 of the second year. Members may be reappointed to serve consecutive terms, subject to the applicable reappointment procedures.

**2.3b** Members shall join and exit the committee on staggered terms to ensure continuity of service.

**2.3c** In the event that an elected member is unable to fulfill their term, their respective unit shall be responsible for appointing a replacement representative.



## ARTICLE III: OFFICERS

### 3.0 Recording Secretary

The Recording Secretary shall preside over and record the minutes of the MCC meetings. This person is responsible for preparing the meeting agendas and distributing to members. The Micro-Credential Coordinator, or other designated micro-credential support staff member, will serve as the Recording Secretary.



## ARTICLE IV: MEETINGS

### 4.0 Schedule of Meetings

The Micro-Credential Committee (MCC) shall meet once a month during the academic year, from August through May.

### 4.1 Special Meetings

Special meetings may be called as determined by the Micro-Credential Committee or at the request of the Micro-Credential Coordinator.

**4.1a** Notice of special meeting shall be distributed to all members specifying the purpose, time, date, place (which may be virtual), and agenda of the special meeting.

**4.1b** At least seven (7) business days must elapse between the time of the notification and the date of the special meeting.

### 4.2 Agendas

The agenda for any regular meeting shall be distributed to all members specifying the meeting time, date, and place (which may be virtual) at a minimum of five (5) business days in advance of the date of the regular meeting.



## ARTICLE V: PROCEDURES

### 5.0 Meeting Procedures

**5.0a** Virtual Meetings. Meetings may be held virtually using university supported technology.

**5.0b** Order of Business. The order of business at all meetings should be as follows:

- i. Call to Order
- ii. Record Attendance
- iii. Agenda – The Chair calls for any updates to the agenda. If none, the agenda stands.
- iv. Reports (if any)
- v. Announcements
- vi. Adjournment. The Chair adjourns the meeting by: “If there are no objections (or further business), the meeting is now adjourned”

### 5.1 Micro-Credential Review and Approval Process

**5.1a** Initial review at the MCC level will take place during regularly scheduled meetings. Subsequent review and approval of proposer’s responses to MCC feedback may occur asynchronously.

**5.1b** At least three (3) Members will review each proposal.

**5.1c** The MCC is expected to review proposals at the Micro-Credential Committee review step during any regularly scheduled MCC meeting in the order received, with at least 3 members reviewing and approving each proposal. Proposals should be reviewed chronologically by the date they reached the MCC review step. If the proposal agenda can not be completed in one meeting, review may be postponed until the next MCC meeting.

**5.1d** Micro-Credential Proposals

- i. Support for developing micro-credential proposals can be found on the [Micro-Credential website](https://www.kennesaw.edu/curriculum-instruction-assessment/micro-credentials/index.php) at <https://www.kennesaw.edu/curriculum-instruction-assessment/micro-credentials/index.php>.
- ii. Micro-credential proposals are submitted and routed for review through the university’s electronic curriculum management system, Modern Campus Curriculum.





iii. Micro-credential proposals must include all required fields before being considered by the MCC. Proposal completion is determined at the initial review step.

iv. Micro-credential proposals will be reviewed to ensure the rationale for the micro-credential are comprehensive, positively contribute to KSU's micro-credential initiative, and that the impact of the proposed changes have been fully considered.

#### 5.2 Decision-Making Process for Non-Proposal Items

For non-proposal items requiring committee approval, decisions shall be collected via electronic voting using university-supported technology. A majority vote of the committee membership shall be required for approval of non-proposal items.



## ARTICLE VI: RECORD MAINTENANCE

### 6.0 Minutes

Summary minutes of each MCC Meetings will be kept by the Recording Secretary and will be maintained within the MCC Members SharePoint as a point of record.

### 6.1 Submission of Proposals

To be considered, all proposals must be submitted through the approved curriculum system and follow the designated curriculum process. This submission process ensures that proposal records are accurately maintained over time.

### 6.2 Active Membership Roster

The active membership roster shall be maintained in the MCC SharePoint and publicly available on the Micro-Credential MCC website.