

Ram Plan Employee Training Policy

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Purpose and Scope

The Ram Plan: Co-curricular Transcript completes the educational mission of the University through co-curricular experiences that prepare students to succeed personally, professionally, and contribute to the common good. The co-curricular transcript is a tool for all students to capture and share their co-curricular learning. The purpose of this policy is to outline the steps that will be taken to train faculty, staff, and paraprofessionals on West Chester University's Ram Plan: Co-curricular Experiences.

Policy Statement

Department directors are responsible for ensuring employees are trained appropriately on the Ram Plan: Co-curricular Transcript. This includes ensuring all department employees are aware of the department's Ram Plan programs and ensuring that the appropriate employees are trained on developing curriculum plans, submitting Ram Plan applications, delivering Ram Plan experiences, administering the assessments, scoring the assessments, notifying students of their scores and providing feedback, offering opportunities to re-take assessments (when applicable), and adding programs to students' transcripts after they have successfully passed the assessment.

Department directors are responsible for ensuring employees have access to professional development opportunities related to the Ram Plan. To support these efforts, the Division of Student Affairs will offer training to support employees in understanding the overarching goals and framework of the Ram Plan, strategies for developing curriculum outside

the classroom, the process for submitting Ram Plan applications, and steps for adding programs to students' co-curricular transcripts. The Division of Student Affairs may choose to offer additional training as needed.

Employees are also encouraged to pursue their own professional development related to curriculum, co-curricular programs, assessment strategies, and co-curricular transcripts.

Directors in the Division of Student Affairs are responsible for ensuring employees are introduced to the Ram Plan: Co-curricular Experience during their interview process and again through the Division of Student Affairs onboarding process.

Definitions

Co-curricular experiences – educational opportunities outside of the classroom that are intentionally designed to build students skills and competencies that complete the educational mission of the university in fostering student success.

Professional development opportunities – educational opportunities that support employees in staying current with trends, sharpening skills, expanding knowledge, and developing professional competencies. Professional development exists in a variety of forms, from engaging in academic programs, attending conferences, listening to webinars and podcasts, to reading and sharing articles.

References

Ram Plan website: wcupa.edu/ramplan
myWCU: <https://my.wcupa.edu/>

Reviewed by: Amanda Thomas, Student Affairs Policy Designee; Ram Plan Leadership Team; Student Affairs Leadership Team.

Office of Labor Relations Review: Bill Helzsouer, Senior Associate Vice President and Chief Human Resources Officer

Policy Owner: Dr. Sara Hinkle, Assistant Vice President for Student Engagement

Approved by:



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