



INDIANA UNIVERSITY
OFFICE OF THE REGISTRAR
Bloomington

December 8, 2021

Acting Vice Provost Kurt Zorn
Office of the Vice Provost for Undergraduate Education
625 N. Jordan Ave.
IUB

Vice Provost David Daleke
University Graduate School
Wells Library, E546
IUB

Dear Kurt and David,

Please find attached a proposal from the Registrar to continue discussions regarding the guidelines for eNotations:

1. eNotation proposal document
2. Updated guidelines document with incorporated committee feedback

We hope to continue the discussion at the December meeting and move toward finalizing the documents.

Thank you very much for considering this proposal.

Sincerely,
Erika Knudsen
Associate Registrar, Curriculum and Compliance
Office of the Registrar – Bloomington

CC: Michael Lundell, Marie Crow, Jeff Rutherford

eNotation Proposal Form, December 9, 2021

Introduction - it is recommended that the guidelines be reviewed prior to completing this form. The guidelines can be found at

The purpose of the eNotation is to accompany the Scholar Record, to provide documentation—for the student and for any audience they choose—of an accomplishment at IU that is not reflected in the traditional college transcript.

Notations that meet the relevant criteria and are approved by the campus can be awarded by schools, departments, or administrative units. These Notations are recorded by the Office of the Registrar and currently are fulfilled by Paradigm, LLC. eNotations are electronic credentials that are only offered for online consumption, and are not printable.

In order to receive campus consideration for an eNotation, the following criteria should be addressed:

- 1. Defined clear learning objectives***
- 2. Cohesive set of activities and/or accomplishments***
- 3. Defined unit offering the eNotation and demonstration of clear oversight of the activities and learning objectives.***
- 4. Application process for obtaining the eNotation – does not necessarily mean admissions criteria, although it can.***

For additional information regarding notations and viability, please refer to the **eNotations at IU-Bloomington – guidelines** document.

Program Characteristics for the eNotation:

Campus:

Academic Unit/Program:

Program Director/Coordinator:

Requested eNotation Name:

Rationale for the eNotation:

Description of eNotation:

Learning Outcomes of eNotation:

Proposed eNotation Components – a notation may or may not contain all the components listed below, but is expected to contain multiple components (i.e., curricular, co-curricular, extra-

curricular). A curricular component is required. For eNotations without all components, criteria must be commensurate to an eNotation containing all three components.

Curricular– courses taken for academic credit and/or research experiences

Co-Curricular – interactions with organizations, hours completed

Extra-Curricular – internships/externships/corporate partnerships

Component	Hours or equivalent measurable outcome	Deliverable

Assessment of learning outcomes:

How does this eNotation enhance the student experience in a way traditional credentials cannot?

eNotation Application Process:

Verification and Recording Practices:

DRAFT

Notation sample:

INDIANA UNIVERSITY

XXXXXXX

XX

December 18, 2021

presents this eNotation of completion to:

JOHN DOE

Dean Signature

Name

Title

Director Signature

Name

Title

DRAFT

eNotations at IU Bloomington – A Guide for Program Consideration

Executive Summary:

eNotations (electronic notations) that meet the relevant criteria and are approved by the campus can be awarded by schools, departments, or administrative units. These eNotations are recorded by the Office of the Registrar and currently are fulfilled by Paradigm, LLC. eNotations are electronic credentials that are only offered for online consumption, and are not printable.

In order to receive campus consideration for an eNotation, the following criteria should be addressed:

- 1. Substance as defined by clear learning objectives*
- 2. Cohesive set of learning objectives and/or accomplishments*
- 3. Defined unit offering the notation*
- 4. Application process for obtaining the eNotation – does not necessarily mean admissions criteria, although it can.*

Background:

The eNotation, accompanied by the Scholar Record, can provide documentation—for the student and for any audience they choose—of an accomplishment at IU that is not reflected in the traditional college transcript. These notations can be used to highlight experiential or co-curricular programs that are deemed to have academic value and augment the traditional university academic experience. The eNotation may be used to indicate formal learning and/or training for a particular discipline. They may also provide additional data (e.g., program description, eligibility requirements, engagement descriptions, course descriptions, assessments, etc.) for IU programs already captured on the IU transcript and/or diploma. The eNotations and the official transcript and/or diploma need not be mutually exclusive.

To ensure the validity and integrity of the notation and consistency in its use across the campus, proposals for eNotations must be reviewed by the IU Bloomington Campus Curriculum Committee (CCC) and approved by the provost. Following approval by the School or the College in accordance with the standard academic approval process, proposals may be submitted to the CCC for review by the academic officer. For offices or programs housed outside of an academic unit, the director of the initiative should consult directly with either the Vice Provost for Undergraduate Education or the Vice Provost for Graduate Education, as appropriate, regarding the campus approval process.

Considerations for submission – by the unit offering the eNotation

The following can help a unit determine whether an eNotation is a viable option for the program in question.

- Who is offering the program to be considered for the eNotation
 - What **unit** will offer the eNotation, and what is its relationship to an academic department, school, or administrative program
 - What is the mission of the unit offering the notation
 - Are there staff monitoring the objectives of the notation, as well as students' progress towards completion
- What are the learning objectives of this program
 - Does the program include academic objectives or specific learning outcomes (e.g., critical thinking, data analytics, etc.)
 - Does the program address any experiential co-curricular learning objectives (e.g., service learning, professional partnerships, supervised research, internships, etc.)

- Does the program provide the student with additional skills not easily gained within a classroom
- Does the program create opportunities for student success
- How will students be assessed within the program
- What are the components of this eNotation
 - Academic - *required*
 - Co-curricular
 - Extra-curricular
- What is the application process of the eNotation
- How will the program offering the eNotation track progress and completion of the requirements for the eNotation
- Upon whose authority is the eNotation/program considered complete
- How will the program components (curricular and non-curricular) be maintained? If academic criteria (e.g., courses) are required to earn the eNotation, who/how will these components be maintained to remain current, and how is the information stored and transmitted to the Registrar

Considerations for submission – by the Campus

- The unit offering this eNotation should have recognized standing within IU Bloomington to offer the eNotation.
- The proposed eNotation will provide additional detail to an IU program that is already approved, it should be clear what the eNotation would provide that is not currently available via traditional official records.
- **Substantive learning outcomes of this eNotation, whether experiential or course driven, that merit an award attested to by the campus.**
- The proposed eNotation is consistent with the IUB strategic plan and the mission of the academic unit or administrative office offering the award.

Adhering to the process outlined in this document will ensure the integrity and the validity of these eNotations awarded by IU Bloomington. After approval is granted, the imprimatur of the presiding officer and the authority that is associated with the Registrar (issuer) will fulfill the requirements to provide a credential which students can disclose to interested parties to augment their academic record and achievements.