2016 Criteria ERF Guide

Schools of Public Health (SPH)/Public Health Programs (PHP)

This document provides a comprehensive guide for creating the electronic resource file (ERF) that accompanies the self-study. Having the right organization and file names will ensure that your reviewers can focus on content rather than on locating information!

The guide contains the following:

- Guiding principles
- Step-by-step instructions
- Tips & examples
- Outline with required folder and sub-folder names

Guiding Principles

<u>Purpose</u>

- The ERF functions like a file cabinet or appendices for exhibits. Each of the items in the ERF supports the unit's evidence of compliance with an accreditation criterion.
- Each criterion has documentation requests that are specific to the ERF.

<u>File names</u>

- Keep document names short. When document names exceed 30 characters, your reviewers may not be able to open them.
- File names should make sense to reviewers based on the documentation request. As you name files, think about whether the name will make sense to a reviewer based on the documentation request. For example, for handbooks, include the stakeholder it is relevant to. For example, "Student Handbook" or "Faculty Handbook." For policy documents, title the file based on the policy name such as "Faculty Promotion Policy" or "Grievance Policy." For faculty CVs, include the name of the faculty member (e.g., Frank Smith) so that reviewers can match the files to the faculty members listed in Criteria C2 and E1.
- Ensure that document names are identical between the self-study document and the ERF. For example, if you reference a syllabus as PH 500: Foundations of Public Health in the self-study, the document name in the ERF must also be PH 500: Foundations of Public Health.

<u>Document formats</u>

- Appropriate document formats include Microsoft Word, PowerPoint, and Excel and/or PDF.
- Provide documents such as syllabi or meeting minutes as individual files.

<u>Organization/structure</u>

- Use the exact folder and sub-folder names provided in the outline. Like file names, long folder names can create challenges in saving and accessing documents.
- Group individual documents that are similar together, such as meeting minutes, reports, policy documents, handbooks, etc. For example, organize meeting minutes from the same committee into folders (e.g., provide all meeting minutes for the Program Evaluation Committee in a folder labeled "Program Evaluation Committee").

<u>Syllabi</u>

- Label syllabi documents with the course number and name. Use the same format for all course numbers and names, including spaces, dashes, etc.
- Place syllabi in folders with the same name. For example, if the syllabus file name is PH 501 Intro to Epi, create a folder titled PH 501 Intro to Epi and place the syllabus file inside it.

Material to supplement syllabi

- For Criteria D1, D2, D3, D4, D10, D11, D17, D18, and D19, the syllabus alone may not be sufficient.
- If the data template in the self-study references an exam or quiz, the relevant question(s) providing evidence of assessment must be included in the ERF.
- If the syllabus does not contain a weekly index of topics and/or readings, provide supplemental information (e.g., printouts from the learning management system) that shows coverage of any didactic content referenced in self-study templates.
- If the syllabus does not contain the full set of instructions for an assignment (as provided to students) that is referenced in the data template in the self-study, provide the assignment instructions or writing prompt.
  - o In these situations, name the file based on the course number and the assignment name (e.g., PH 501 exam questions) and place this file in the folder with the corresponding course number (in this case the folder is PH 501 Intro to Epi). Scroll down to the tips and examples section to see screenshots.

Sample student work

- Include copies of actual student work products, papers, or projects in the ERF for the following criteria:
  - o Applied Practice Experience (MPH and DrPH): ERF must include each student's planning forms (e.g., Template D5-1), if applicable, AND work products or deliverables (e.g., survey, infographic, brochure) that were prepared for the practice site.
    - ▪ Providing reflection reports, presentations, or posters that summarize the work products and experiences is not sufficient on its own.
  - o Integrative Learning Experience (MPH and DrPH)
  - o Cumulative and Experiential Activities (Public health bachelor's degree)
  - o Final research projects and/or dissertations (Academic public health degrees)
    - ▪ As a general principle, products should be organized into folders for each student. If providing samples from multiple concentrations, create folders for the concentrations and then subfolders for each student.
      - *For example:*
        - o Epidemiology **(subfolder for concentration)**
          - ▪ Student 1 **(subfolder for individual student)**
            - Student work product(s)
          - ▪ Student 2 **(subfolder for individual student)**
            - Student work product(s)
          - ▪ Student 3 **(subfolder for individual student)**
            - Student work product(s)
          - ▪ Student 4 **(subfolder for individual student)**
            - Student work product(s)
          - ▪ Student 5 **(subfolder for individual student)**
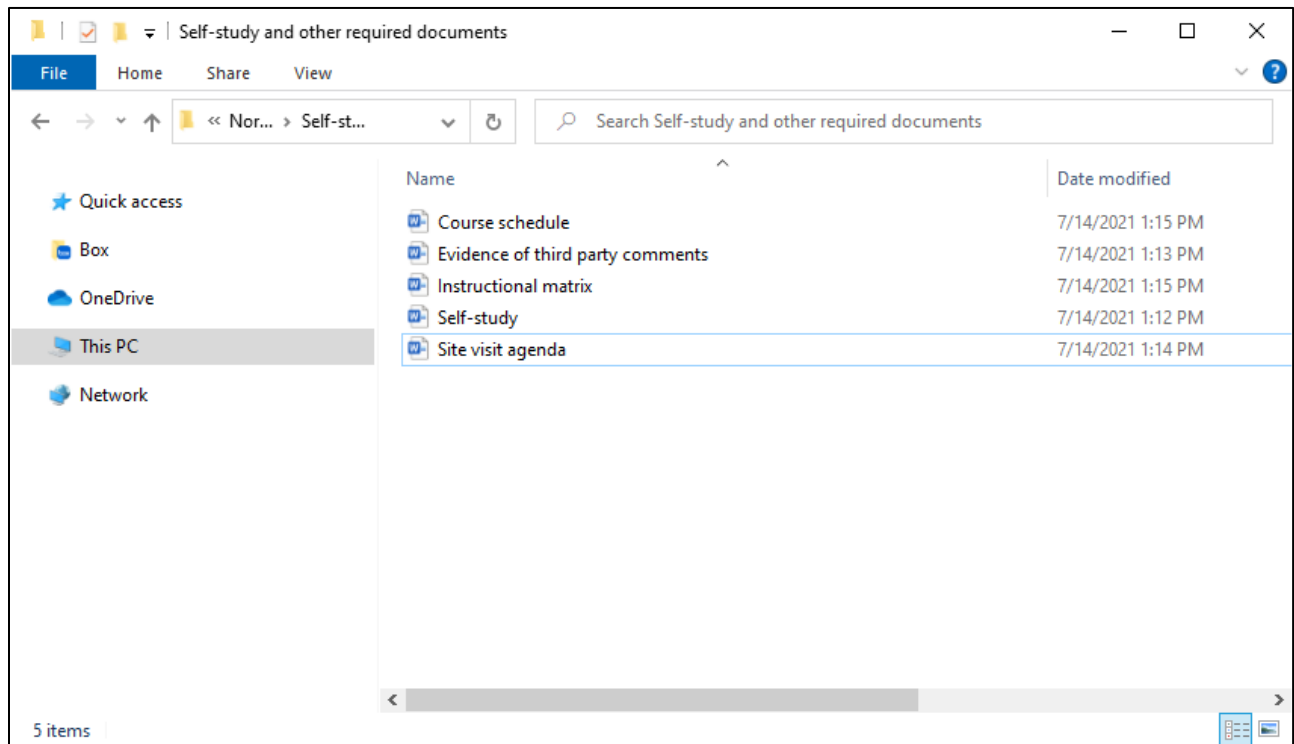   - Student work product(s)

Step-by-step Instructions

1. On your hard drive, in the location you will copy to the USB, create a folder titled "ERF" and another folder titled "Self-study and other required documents."
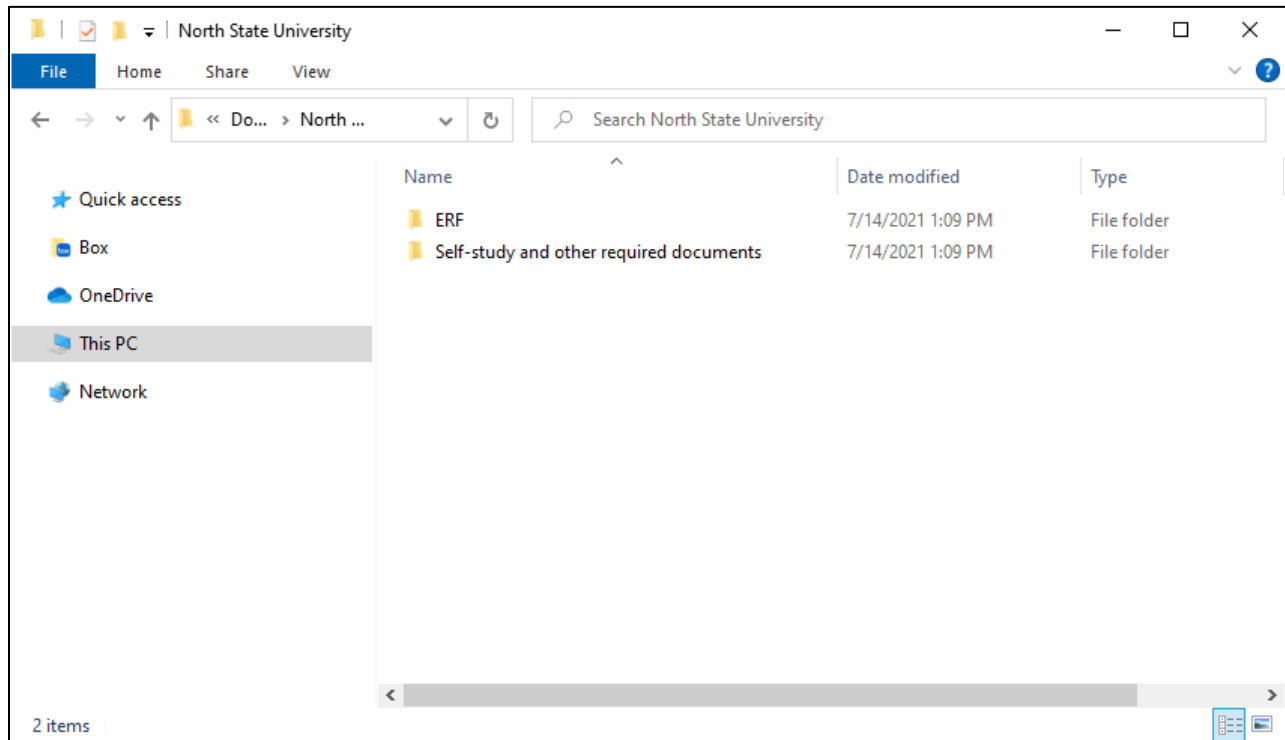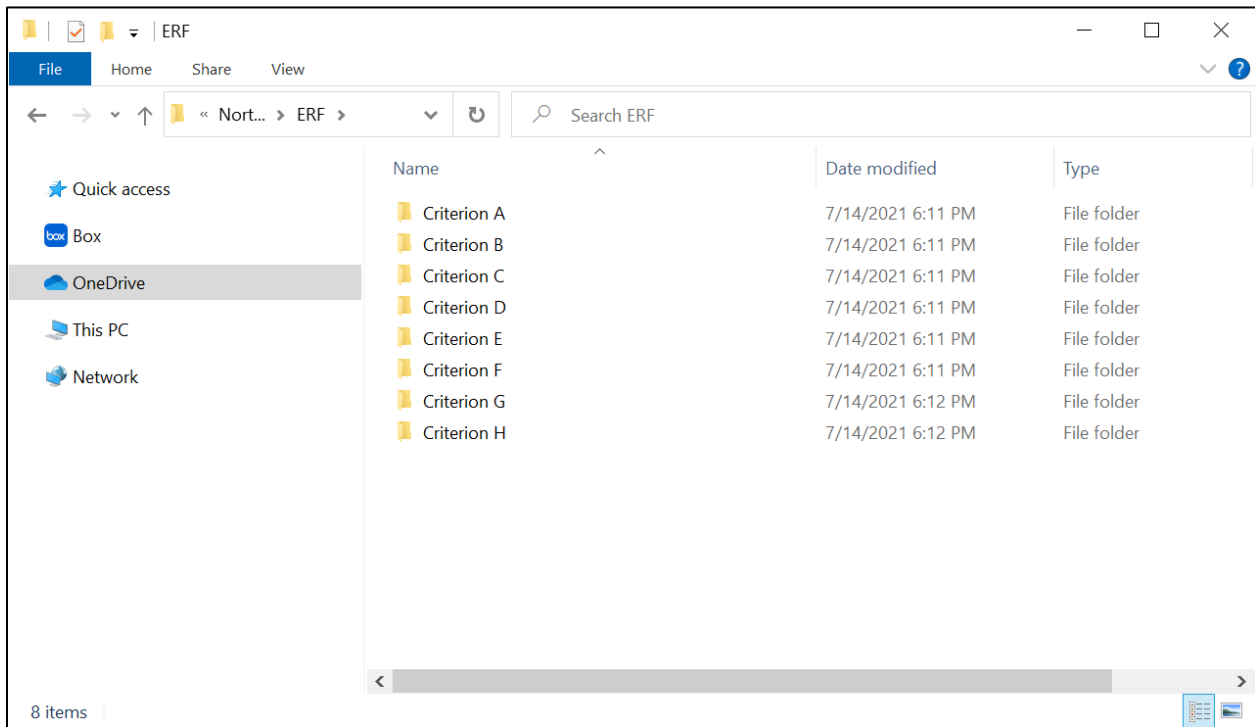

2. Open the "Self-study and other required documents" folder.

3. Within the "Self-study and other required documents" folder include copies of the following:
   - Self-study document (Word or PDF)
   - Documentation that allows reviewers to verify that the unit solicited third-party comments. See CEPH's Procedures manual for additional information (final self-study only)
   - A schedule of courses offered, with instructor identified, for the last three years (final self-study only)
   - A copy, or link to, the official university catalog or bulletin that presents degree offerings
   - A freestanding MS Word document that presents the instructional matrix (Template Intro-1) included in the introduction to the self-study (final self-study only)
   - Site visit agenda (final self-study only)

Name	Date modified
Course schedule	7/14/2021 1:15 PM
Evidence of third party comments	7/14/2021 1:13 PM
Instructional matrix	7/14/2021 1:15 PM
Self-study	7/14/2021 1:12 PM
Site visit agenda	7/14/2021 1:14 PM

4. Open the ERF folder and create folders for each of the criteria.

5. Create sub-folders for each individual criterion that is applicable to your school or program (A1, A2, A3, etc.). Use the table of contents in the Accreditation Criteria as a guide.

6. Once you have the basic structure, proceed using the outline. *Use the structure and names exactly as provided in the outline.*
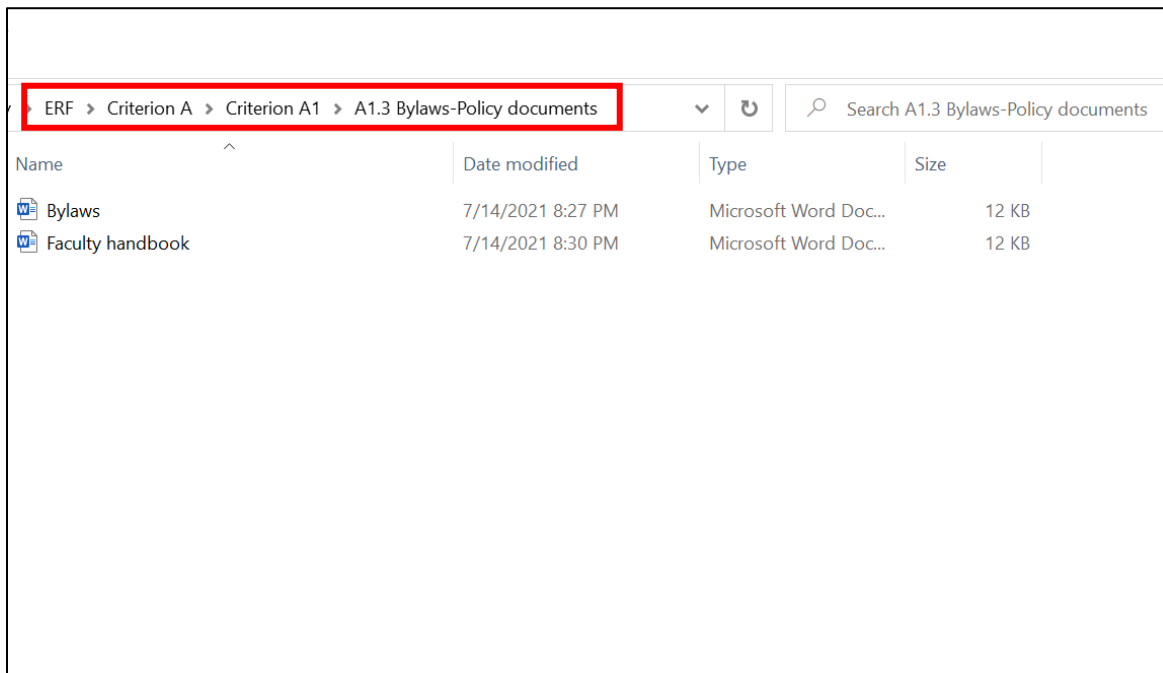
Tips & Examples

Before moving to the next steps, it is important to explain where the naming convention and required documents come from. Each of the subfolders relates to a documentation request in the criteria document.

In Criterion A1, the third documentation request is for a copy of bylaws or policy documents determining the rights and obligations of administrators, faculty, and students in governance. Therefore, the sub-folder name is A1.3 to capture the criterion (A1) and the documentation request number (3).

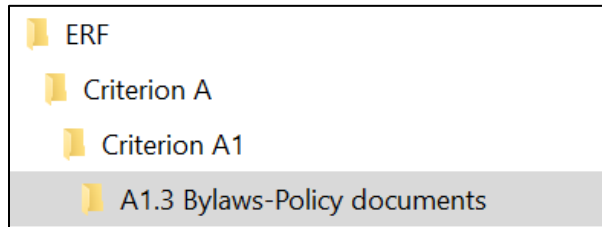Within the ERF folder,[1] click on the "Criterion A" sub-folder.

- Create a folder titled "Criterion A1." Click into this folder and make another sub-folder titled "A1.3: Bylaws-Policy documents."

- Add copies of any applicable bylaws or policy documents that determine the rights and obligations of administrators, faculty, and students in governance of the school or program.

    o Sample file names include "Bylaws," "Faculty handbook," and "Student rights and responsibilities."

Name	Date modified	Type	Size
ERF > Criterion A > Criterion A1 > A1.3 Bylaws-Policy documents			Search A1.3 Bylaws-Policy documents
Bylaws	7/14/2021 8:27 PM	Microsoft Word Doc...	12 KB
Faculty handbook	7/14/2021 8:30 PM	Microsoft Word Doc...	12 KB

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[1] All folders and documents may not be relevant to your school or program. Only include those folders and documents that are applicable.

In the example above, you can see that the bylaws document and faculty handbook are saved in the following path: ERF (folder) → Criterion A (sub-folder) → Criterion A1 (sub-folder) → A1.3 Bylaws-policy documents (sub-folder).

Here is another way of looking at it:

- Within the ERF folder, there is a "Criterion A" folder
- Within this folder, there is a "Criterion A1" folder
- Within the Criterion A1 folder, there is the subfolder "A1.3 Bylaws-Policy documents"
- The Bylaws document, which is the required document, is saved in this subfolder

Let's walk through one more example. Continuing within folder "Criterion A1," create the subfolder in blue below, "A1.5 Faculty interaction." Underneath the subfolder is a list of documents based on the documentation request in the criterion:

5) Describe how full-time and part-time faculty regularly interact with their colleagues (self-study document) and provide documentation of recent interactions, which may include minutes, attendee lists, etc. (electronic resource file)

1. Within the "A1.5 Faculty interaction" subfolder, add copies of
- meeting minutes,
- attendee lists,
- or other documents that demonstrate interaction between full- and part-time faculty.

2. Organize meeting minutes into folders by committee name. *Sample subfolder names and filenames are as follow:*
  - Curriculum Committee **(subfolder)**
    - Minutes 2-2-2021.pdf
    - Minutes 4-6-2021.pdf
  - Program Evaluation Committee **(subfolder)**
    - Attendee list 6-12-2021.pdf
  - Annual Retreat **(subfolder)**
    - Minutes 7-1-2021.pdf
    - Attendee list 7-1-2021.pdf

Here is an example of how the folders and subfolders for Criterion A1 will look when you have finished:
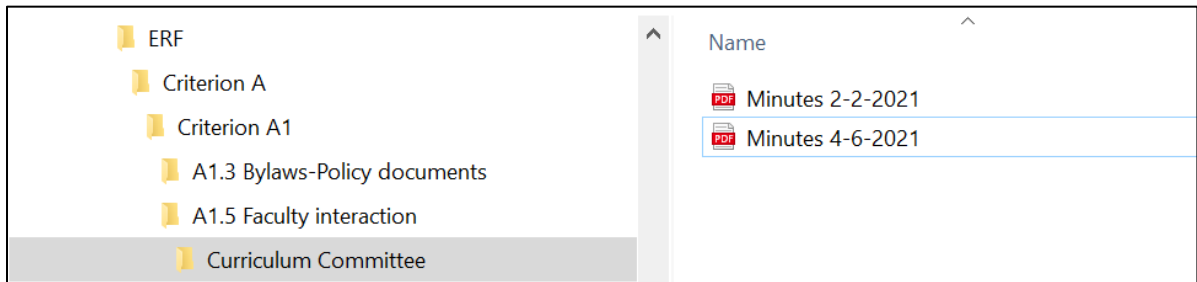
After building the ERF, compare the file names between the ERF and self-study to ensure they are the same.

Finally, before submitting the self-study to CEPH, review the outline and your ERF to ensure that all required documentation has been included.

Since Criterion D has many documentation elements, here are a few examples to illustrate how folders and files should be organized and named.

Example of file set up for D2:
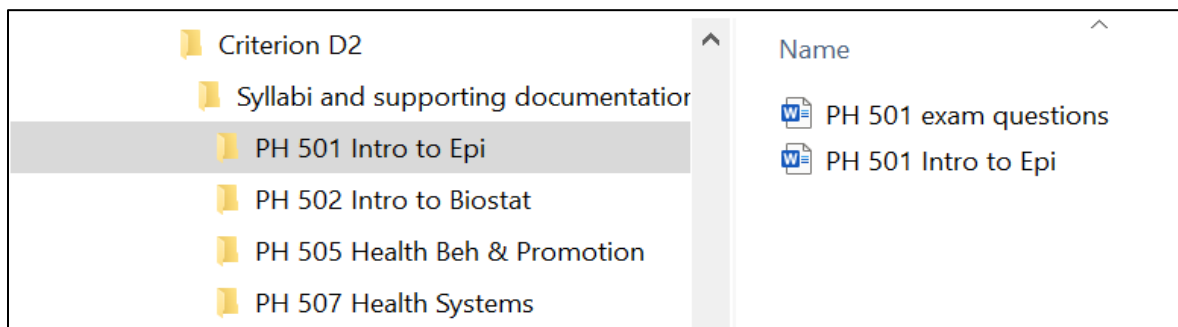
As you can see, within folder "Criterion D2" there is a subfolder "Syllabi and supporting documentation." Within this subfolder, there is a subfolder for each course such as "PH 501 Intro to Epi." Within these subfolders the corresponding syllabus and any additional documentation are saved.

Example of file set up for D5:

Criterion D5	Name
D5.2 APE requirements	APE planning form
D5.3 Student samples	Template D5-1
Biostatistics	Work product 1
Student 1	Work product 2
Student 2	
Student 3	
Student 4	
Student 5	
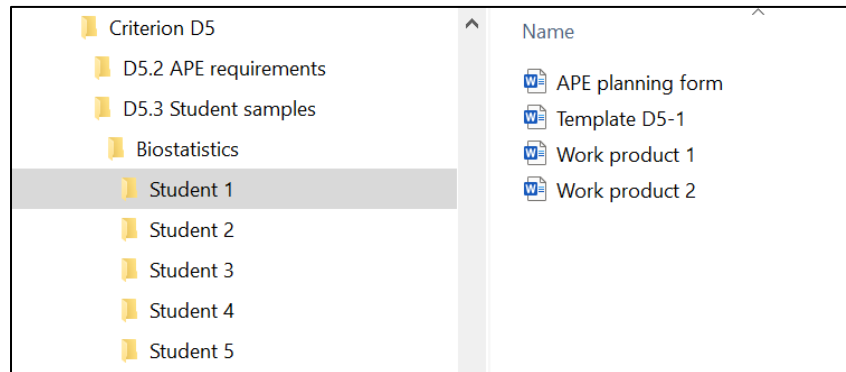
In this example, within folder "Criterion D5" there is a subfolder "D5.3 Student samples." Within this subfolder, there is a subfolder for the concentration, "Biostatistics" and then subfolders for each of the five students. As you can see, the planning form, Template D5-1, work product 1, and work product 2, have been saved in "Student 1."

ERF Outline with Folder & Sample File Names

Key:

- All folders for individual criteria (Criterion A1, Criterion A2, etc.) are in green.
- Subfolders (A1.3 Bylaws-Policy documents, A1.5 Faculty interaction, etc.) within these folders are in blue.
- Required documents are listed underneath the blue subfolders, and examples of file names for certain criteria are listed beneath.
- Subfolders within the subfolders are in orange.
- If a folder does not apply to your unit (e.g., Criterion A2, which only applies to multi-partner schools and programs), do not include it.
- Listed documents are samples of the types of documents that could be provided to satisfy the documentation request. Documents in red are required if the course syllabi do not provide sufficient detail to validate didactic coverage and/or an appropriate assessment.

- Criterion A1 **(folder)**
  - A1.3: Bylaws/Policy documents **(subfolder)**
    - Documents: bylaws or policy documents that determine the rights and obligations of administrators, faculty, and students in governance of the school or program
    - *Sample file names include "Bylaws," "Faculty handbook," and "Student rights and responsibilities."*
  - A1.5: Faculty interaction **(subfolder)**
    - Documents: copies of
      - meeting minutes,
      - attendee lists, or
      - other documents that demonstrate interaction between full- and part-time faculty
    - *Sample subfolder names and file names*:
      - Curriculum Committee **(subfolder)**
        - Minutes 2-2-2021.pdf
        - Minutes 4-6-2021.pdf
      - Program Evaluation Committee **(subfolder)**
        - Attendee list 6-12-2021.pdf
      - Annual Retreat **(subfolder)**
        - Minutes 7-1-2021.pdf
        - Attendee list 7-1-2021.pdf
- Criterion A2 **(folder)**
  - A2.2 Formal written agreement **(subfolder)**
    - Document: a copy of the formal written agreement that establishes the rights and obligations of the participating universities regarding the multi-partner school's or program's operations
- Criterion A5 **(folder)**
  - A5.2 Official catalog or bulletin of degrees offered **(subfolder)**

- - Document: a copy of the official catalog or bulletin of degrees offered by the school (can include a hyperlink in the self-study document instead)
- Criterion B1 **(folder)**
  - B1.2 Strategic plan **(subfolder)**
    - Document: a copy of a school- or program-specific strategic plan or another comparable document
- Criterion B4 **(folder)**
  - B4.2 Data collection methodology **(subfolder)**
    - Documents: documentation demonstrating methodology and findings from quantitative and/or qualitative data collection
- Criterion B5 **(folder)**
  - B5.3 Evidence for evaluation plan **(subfolder)**
    - Documents: copies of
      - internal and/or external reports showing unit's performance on key indicators
      - data summaries or other documents provided to faculty and/or staff to review unit's performance on key indicators
      - meeting minutes showing discussion of elements of evaluation plan
      - other documentation that demonstrates evidence of the evaluation plan
- Criterion C2 **(folder)**
  - C2.6 Faculty resources qual data **(subfolder)**
    - Document: full results/back up documentation of qualitative data for student perceptions of class size and faculty availability
- Criterion D1 **(folder)**
  - D1.2 Supporting documentation **(subfolder)**
    - Documents: copies of
      - course syllabi
      - other documents (e.g., weekly schedule of readings & assignments, printouts from LMS) that show coverage of learning objectives
      - sample tests
      - homework assignments
      - web links or handbook excerpts that describe admissions prerequisites
- Criterion D2 **(folder)**
  - D2.3 Syllabi and supporting documentation **(subfolder)**
    - Documents: copies of
      - course syllabi,
      - sample tests,
      - homework assignments,
      - or other assessments referenced in Template D2-1
        - If the course syllabi do not contain specific, detailed instructions for assessments referenced, you must provide

additional documentation (e.g., screenshots from learning management system, supplemental documents, etc.)

- Criterion D3 **(folder)**
  - o D3.3 Syllabi and supporting documentation **(subfolder)**
    - Documents: copies of
      - course syllabi,
      - sample tests,
      - homework assignments,
      - or other assessments referenced in Template D3-1
        - o If the course syllabi do not contain specific, detailed instructions for assessments referenced, you must provide additional documentation (e.g., screenshots from learning management system, supplemental documents, etc.)
- Criterion D4 **(folder)**
  - o D4.2 Tailored concentration matrix **(subfolder)**
    - Document: Sample Templates D4-1 showing possible competency set options (only applicable to units offering individualized concentrations)
  - o D4.3 Syllabi and supporting documentation **(subfolder)**
    - Documents: copies of
      - course syllabi,
      - sample tests,
      - homework assignments,
      - or other assessments referenced in Template D4-1
        - o If the course syllabi do not contain specific, detailed instructions for assessments referenced, you must provide additional documentation (e.g., screenshots from learning management system, supplemental documents, etc.)
- Criterion D5 **(folder)**
  - o D5.2 APE requirements **(subfolder)**
    - Documents: copies of documentation, including syllabi and handbooks, of the official applied practice experience student requirements
  - o D5.3 Student samples **(subfolder)**
    - Documents: copies of
      - Template D5-1 for students
      - and work products (minimum of two per student) for at least five students in each concentration from the last three years. **Organize the folders by concentration and put student samples into folders.**
    - *For example:*
      - Biostatistics concentration **(subfolder)**
        - o Student 1 **(subfolder)**
          - Copy of Template D5-1
          - Copies of two work products
          - Copy of planning form in which student identifies competencies, if applicable
        - o Student 2 **(subfolder)**

- ▪ Copy of Template D5-1
- ▪ Copies of two work products
- ▪ Copy of planning form in which student identifies competencies, if applicable
  - o Student 3 **(subfolder)**
    - ▪ Copy of Template D5-1
    - ▪ Copies of two work products
    - ▪ Copy of planning form in which student identifies competencies, if applicable
  - o Student 4 **(subfolder)**
    - ▪ Copy of Template D5-1
    - ▪ Copies of two work products
    - ▪ Copy of planning form in which student identifies competencies, if applicable
  - o Student 5 **(subfolder)**
    - ▪ Copy of Template D5-1
    - ▪ Copies of two work products
    - ▪ Copy of planning form in which student identifies competencies, if applicable
- Criterion D6 **(folder)**
  - o D6.3 APE requirements **(subfolder)**
    - ▪ Documents: copies of documentation, including syllabi and handbooks, of the official applied practice experience student requirements.
  - o D6.4 Student samples **(subfolder)**
    - ▪ Documents: copies of
      - Template D6-1 for students,
      - copies of the project deliverable(s),
      - and a reflection for at least five students in each concentration from the last three years. **Organize the folders by concentration and put student information into folders.**
    - ▪ *For example:*
      - Biostatistics concentration **(subfolder)**
        - o Student 1 **(subfolder)**
          - ▪ Copy of Template D6-1
          - ▪ Copies of project deliverable(s) and reflection
          - ▪ Copy of planning form in which student identifies competencies, if applicable
        - o Student 2 **(subfolder)**
          - ▪ Copy of Template D6-1
          - ▪ Copies of project deliverable(s) and reflection
          - ▪ Copy of planning form in which student identifies competencies, if applicable
        - o Student 3 **(subfolder)**
          - ▪ Copy of Template D6-1
          - ▪ Copies of project deliverable(s) and reflection
          - ▪ Copy of planning form in which student identifies competencies, if applicable

- o Student 4 **(subfolder)**
  - Copy of Template D6-1
  - Copies of project deliverable(s) and reflection
  - Copy of planning form in which student identifies competencies, if applicable
- o Student 5 **(subfolder)**
  - Copy of Template D6-1
  - Copies of project deliverable(s) and reflection
  - Copy of planning form in which student identifies competencies, if applicable
- Criterion D7 **(folder)**
  - o D7.3 ILE requirements **(subfolder)**
    - Documents: copies of documentation, including syllabi and handbooks, of the official integrative learning experience student requirements
  - o D7.4 Methods of competency assessment **(subfolder)**
    - Documents: copies of documentation, including rubrics or guidelines, that explains methods that faculty or other qualified staff use to assess students' demonstration of selected competencies as part of the integrative learning experience
  - o D7.5 Student samples **(subfolder)**
    - Documents: copies of completed, graded samples of deliverables associated with each integrative learning experience option, from different concentrations if applicable. Samples must include at least 10% of the number produced in the last three years or five samples, whichever is greater. **Organize the folders by concentration and put student information into folders.**
    - *For example:*
      - Community health concentration **(subfolder)**
        - o Student 1 **(subfolder)**
          - Copy of high-quality written product
          - Copy of planning form in which student identifies competencies, if applicable
        - o Student 2 **(subfolder)**
          - Copy of high-quality written product
          - Copy of planning form in which student identifies competencies, if applicable
        - o Student 3 **(subfolder)**
          - Copy of high-quality written product
          - Copy of planning form in which student identifies competencies, if applicable
        - o Student 4 **(subfolder)**
          - Copy of high-quality written product
          - Copy of planning form in which student identifies competencies, if applicable
        - o Student 5 **(subfolder)**
          - Copy of high-quality written product

- ▪ Copy of planning form in which student identifies competencies, if applicable
- Criterion D8 **(folder)**
  - o D8.3 ILE requirements **(subfolder)**
    - ▪ <u>Documents</u>: copies of documentation, including syllabi and handbooks, of the official integrative learning experience student requirements
  - o D8.4 Methods of student assessment **(subfolder)**
    - ▪ <u>Documents</u>: copies of documentation, including rubrics or guidelines, that explains methods that faculty or other qualified staff use to assess students' demonstration of selected competencies as part of the integrative learning experience
  - o D8.5 Student samples **(subfolder)**
    - ▪ <u>Documents</u>: copies of completed, graded samples of deliverables associated with each integrative learning experience option, from different concentrations if applicable. Samples must include at least 10% of the number produced in the last three years or five samples, whichever is greater. **Organize the folders by concentration and put student information into folders.**
    - ▪ *For example:*
      - Community health concentration **(subfolder)**
        - o Student 1 **(subfolder)**
          - ▪ Copy of field-based product(s)
          - ▪ Copy of planning form in which student identifies competencies, if applicable
        - o Student 2 **(subfolder)**
          - ▪ Copy of field-based product(s)
          - ▪ Copy of planning form in which student identifies competencies, if applicable
        - o Student 3 **(subfolder)**
          - ▪ Copy of field-based product(s)
          - ▪ Copy of planning form in which student identifies competencies, if applicable
        - o Student 4 **(subfolder)**
          - ▪ Copy of field-based product(s)
          - ▪ Copy of planning form in which student identifies competencies, if applicable
        - o Student 5 **(subfolder)**
          - ▪ Copy of field-based product(s)
          - ▪ Copy of planning form in which student identifies competencies, if applicable
- Criterion D9 **(folder)**
  - o D9.2 Supporting documentation **(subfolder)**
    - ▪ <u>Documents</u>: official documentation of required components of the degree, in the form of an institutional catalog or online resource. Provide hyperlinks for online resources.
- Criterion D10 **(folder)**
  - o D10.2 Syllabi and supporting documentation **(subfolder)**

- ▪ Documents: copies of
  - • the most recent syllabi from each course listed in Template D10-1,
  - • or written guidelines such as handbooks, for any required experience(s) listed in Template D10-1 that do not have a syllabus
- • Criterion D11 **(folder)**
  - o D11.2 Syllabi and supporting documentation **(subfolder)**
    - ▪ Documents: copies of
      - • the most recent syllabus from each course listed in Template D11-1,
      - • or written guidelines, such as handbook, for any required elements listed in Template D11-1 that do not have a syllabus
- • Criterion D12 **(folder)**
  - o D12.2 Student samples **(subfolder)**
    - ▪ Documents: copies of student work that relate to the cumulative and experiential activities
      - • If the unit has more than one concentration, organize the student samples by creating a folder for each concentration, as shown in Criterion D5
  - o D12.4 Syllabi and supporting documentation **(subfolder)**
    - ▪ Documents: copies of
      - • handbooks,
      - • websites,
      - • forms,
      - • and other documentation relating to the cumulative experience and field exposure
        - o Provide hyperlinks to documents if they are available online or include electronic copies of any documents that are not available online
- • Criterion D13 **(folder)**
  - o D13.2 Syllabi and supporting documentation **(subfolder)**
    - ▪ Documents: copies of
      - • the most recent syllabi from each course listed in Template D13-1
      - • and information about other activities referenced in Template D13-1 such as flyers about career fairs or panel presentations, if applicable
- • Criterion D16 **(folder)**
  - o D16.4 Agreements **(subfolder)**
    - ▪ Documents: If applicable, provide copies of articulation agreements with community colleges that address acceptance of coursework.
- • Criterion D17 **(folder)**
  - o D17.6 Final research project or paper requirements **(subfolder)**
    - ▪ Documents: copies of or links to handbooks or webpages that contain the full list of policies and procedures governing production and assessment of the final research project or paper for each degree program
  - o D17.7 Student samples **(subfolder)**

- - - Documents: copies of completed graded samples of deliverables associated with the major project or paper. Samples must include at least 10% of the number produced in the last three years or five samples, whichever is greater
  - If the unit has more than one concentration, organize the student samples by creating a folder for each concentration, as shown in Criterion D5
  - D17.9 Syllabi and supporting documentation **(subfolder)**
    - Documents: copies of
      - the most recent syllabus for any course listed in the documentation requests above,
      - or written guidelines for any required elements that do not have a syllabus
        - You must provide copies of exam questions, homework assignments, or other assessments if detail is not listed in the syllabi.
- Criterion D18 **(folder)**
  - D18.6 Final research project or paper requirements **(subfolder)**
    - Documents: copies of or links to handbooks or webpages that contain the full list of policies and procedures governing production and assessment of the final research project or paper for each degree program
  - D18.7 Student samples **(subfolder)**
    - Documents: copies of completed graded samples of deliverables associated with the advanced research project. Samples must include at least 10% of the number produced in the last three years or five samples, whichever is greater
  - D18.9 Syllabi and supporting documentation **(subfolder)**
    - Documents: copies of
    - the most recent syllabus for any course listed in the documentation requests above,
    - or written guidelines for any required elements that do not have a syllabus.
      - You must provide copies of exam questions, homework assignments, or other assessments if detail is not listed in the syllabi.
- Criterion D19 **(folder)**
  - D19.3 Syllabi and supporting documentation **(subfolder)**
    - Documents: copies of
      - the most recent syllabus for any course listed in the documentation requests above,
      - or written guidelines for any required elements that do not have a syllabus.
        - You must provide copies of exam questions, homework assignments, or other assessments if detail is not listed in the syllabi.
- Criterion E1 **(folder)**
  - E1.3 Faculty CVs **(subfolder)**

- ▪ PIF **(subfolder)**
  - • Documents: copies of all faculty CVs listed in Template E1-1.
  - ▪ Non-PIF **(subfolder)**
    - • Documents: copies of all faculty CVs listed in Template E1-2.
- • Criterion F1 **(folder)**
  - o F1.4 Evidence of community input **(subfolder)**
    - ▪ Documents: copies of documentation (e.g., meeting minutes, notes, committee reports, etc.) of external contribution in at least two of the areas noted in documentation request 3
- • Criterion F3 **(folder)**
  - o F3.2 Professional development findings **(subfolder)**
    - ▪ Documents: copies of the professional development needs findings.
- • Criterion H1 **(folder)**
  - o H1.3 Sample of advising materials **(subfolder)**
    - ▪ Documents: copies of a sample of advising materials and resources such as student handbooks, plans of study, etc.