

0. Form OS - Off-Site Delivery of an Existing Program

OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

Sponsoring Institution (s): Northwest Missouri State University

Program Title: Special Education

Degree/Certificate: Bachelor of Science in Education (Completion program)

Institution Granting Degree: Northwest Missouri State University

Delivery Site(s): Northwest Kansas City Center (new location)

Mode of Program Delivery: face-to-face, online per student demand

Geographic Location of Student Access: Northwest Missouri State University-Kansas City

6889 North Oak Trafficway

Gladstone, Missouri 64118

CIP Classification: 131007 (Please provide a CIP code)

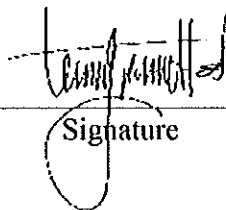
Implementation Date: Fall 2016
(Semester and Year)

Cooperative Partners: none

AUTHORIZATION

Timothy Mottet, Provost

Name/Title of Institutional Officer



Signature

September 30, 2015

Date

Gregory Haddock, Vice Provost

Person to Contact for More Information

(660) 562-1145

Telephone

1. Need (Form SE - Student Enrollment Projections)

Student Demand:

i. Estimated enrollment each year for the first five years for full-time and part-time students (Please complete Form SE.)

<i>Year</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>Full-time</i>	<u>15</u>	<u>25</u>	<u>30</u>	<u>40</u>	<u>40</u>
<i>Part-time</i>	_____	_____	_____	_____	_____
<i>Total</i>	<u>15</u>	<u>25</u>	<u>30</u>	<u>40</u>	<u>40</u>

ii. Will enrollment be capped in the future?

There are no plans to cap enrollment.

What method(s) or data were used to project student enrollment for this proposed program?

Our university Outreach team worked for 10 months on the need for completion programs from the three community colleges in the region to determine 5-6 programs to offer at our new facility. Education programs have a high demand based on this study.

A. Market Demand:

. National, state, regional, or local assessment of labor need for citizens with these skills

There is a local demand for students with BSEd in Special Education and certification credentials. Many students wanting to enter this career path are placebound and cannot matriculate to regional universities after the completion of their AAT degree. Each year Northwest Missouri State already places 20% of our Special Education graduates in the KC area based on response to our Placement Report from the Career Services Office.

B. Societal Need:

i. General needs which are not directly related to employment

Providing a completion for 4-year degrees is greatly needed for students who are place-bound to the region and have completed an associates degree.

C. Methodology used to determine "B" and "C" above.

4 years of Northwest Career Services Placement report, available here: <http://www.nwmissouri.edu/careerserv/faculty/placementreport.htm>

2. Duplication and Collaboration

If similar programs currently exist in Missouri, what makes the proposed program necessary and/or distinct from the others at public institutions, area vocational technical schools, and private career schools?

The market is specifically place-bound students who desire to complete a bachelors degree but cannot leave the region.

Does delivery of the program involve a collaborative effort with any external institution or organization?

No (If yes, please complete Form CL.)

A note on collaboration:

This completion program will serve students wishing to finish a bachelors degree but is already holding an Associates (AAT) degree from one of the three community college systems in the Kansas City area. Upon approval, articulation agreements will be revised or created with those schools in the market to create a transition appropriate for those students.

4. Program Characteristics and Performance Goals: (Form PG).

PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name: Northwest Missouri State University

Program Name: B.S.Ed. in Special Education

Date: September 30, 2015

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

Standard qualifications for transfer students will apply. Students would have AAT degree.

- Characteristics of a specific population to be served, if applicable.

Students wishing to complete their bachelors degree in this degree field who have an associates degree and cannot relocate. The completers will be able to satisfy the minor in Early Childhood Education and acquire certification in that area.

Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

All instructors will be required to have the qualifications to teach in the chosen degree area.

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

We anticipate 80% of the instruction will come from adjunct instructors. These instructors must meet the requirements for teaching in the chosen degree area. The remaining 20% will be campus instructors.

- Expectations for professional activities, special student contact, teaching/learning innovation.

Adjunct instructors will not have expectations above their teaching requirements and student contact for assistance through any means.

Enrollment Projections

4. Program Characteristics and Performance Goals: (Form PG).

- Student FTE majoring in program by the end of five years.
40 expected at the end of five years.
- Percent of full time and part time enrollment by the end of five years.
Expectation is predominantly full-time. The proportion of courses requested to be online would be based on student demand to have full-time schedules. 80-90%

Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
12 per year in three years, 15-20 per year in five years.
- Special skills specific to the program.
AAT degree holders
- Proportion of students who will achieve licensing, certification, or registration.
Certification to teach Cross Categorical Special Education in public schools.
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
We do not give the general education exam to transfer students because the coursework that test covers would have been a part of their Associates degree at another institution.
Completers will satisfy certification requirements upon completion.
- Placement rates in related fields, in other fields, unemployed.
Placement rate is expected to be 89-95%.
- Transfer rates, continuous study.
All students will be transfer students in this completion program.

5. Quality Assurance for Off-Site Programs:

- General Oversight: Describe the manner in which this program will be managed. How does the management of this program fit within the institution's academic administrative structure?
The university Outreach staff coordinates with campus departments and administrators to assure a consistent learning environment for students in off-campus instruction. The Director of Outreach reports to the Provost.
- A. Faculty Qualifications: How do the qualifications of faculty at this site compare with those of faculty for this program at the main campus? Please also note the comparable data regarding the proportion of course-section coverage by full-time faculty at each site.
They are comparable to qualifications of faculty at the main campus.

4. Program Characteristics and Performance Goals: (Form PG).

Support Services: Describe how the institution will ensure that students at this site will be able to access services such as academic support, library, computing, and financial aid, as well as other administrative functions, at a level of quality comparable to that of on-campus programs.

The Outreach staff at the Kansas City location will have new staff (2 FTE) to aid in advisement, cashiering, financial aid, and other relevant services. We will assure that the quality of service is comparable to on-campus, including adequate training and contact with units on campus.

6. Any Other Relevant Information:

Appendix A is a sample articulation agreement to show completion for MCC students who completed AAT.