

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: Specialist in Education (Ed.S.)

Degree/Certificate: Ed.S. Superintendent

Ed.S. Elementary School Principal

Ed.S. Secondary School Principal

Institution Granting Degree: Northwest Missouri State University

Delivery Site(s): North Central Missouri College

1301 Main St, Trenton, MO 64683

Mode of Program Delivery: Face-to-face at facility, some online, some ITV

Geographic Location of Student Access: Trenton provides a location for remote areas that don't have easy access to campus or campus sites. Trenton is located in north-central Missouri. It is approximately 1 hour and 45 minutes from NWMSU. Students from surrounding remote areas can access this facility.

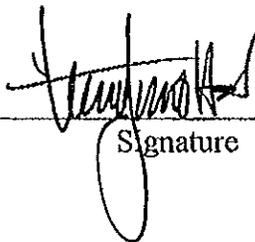
CIP Classification: 13.0404 (Please provide a CIP code)

Implementation Date: Summer 2015  
(Semester and Year)

Cooperative Partners: NA

**AUTHORIZATION**

Timothy Mottet, Provost  
Name/Title of Institutional Officer



Signature

11/26/14  
Date

Greg 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>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Part-time</i>	<u>13</u>	<u>13</u>	<u>13</u>	<u>0</u>	<u>0</u>
<i>Total</i>	<u>13</u>	<u>13</u>	<u>13</u>	<u>0</u>	<u>0</u>

ii. Will enrollment be capped in the future?

No - but mode of delivery will be by cohort so entry to the program will be controlled

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

The Ed.S. coordinator taught a class through the M.S. program. At that time they discussed continuing on with the Ed.S. Students currently in the M.S. co-hort indicated they wanted to continue on with their education and had other colleagues who also indicated they would like to be a part of the Ed.S. Superintendent co-hort - otherwise not attainable if they had to drive. Face-to-face conversations and emails occurred and future meetings are anticipated.

A. Market Demand:

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

The need for universities to continue preparing quality senior-level administrators continues.

B. Societal Need:

i. General needs which are not directly related to employment

The EDS program at Northwest Missouri State University has a reputation for preparing senior education leaders in school districts to meet internal and external challenges.

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

([http://www.dese.mo.gov/schooldata/school\\_data.html](http://www.dese.mo.gov/schooldata/school_data.html)) and School Directory (<http://www.dese.mo.gov/directory/index.html>).

## 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?

Similar programs from state institutions are limited for this location. Without this offering, students are not afforded the same opportunity as others in more populated areas.

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

No (If yes, please complete Form CL.)

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

**PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS**

Institution Name: Northwest Missouri State University

Program Name: Educational Specialist (EDS)

Date: November 24, 2014

(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.

Degree requirements for the Specialist in Education program include the following:

1. Satisfactory completion of a minimum of 32 approved graduate semester hours beyond the master's degree (at least 11 of which must be at the 700 level) with a minimum grade point average of 3.25 overall and at Northwest.
2. Two years of teaching/supervisory or administrative experience in elementary and/or second-ary schools.

- Characteristics of a specific population to be served, if applicable.  
Mostly within the Independence School district, but others interested in the area could be added to the cohorts.

**Faculty Characteristics**

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

Full-time faculty teaching in the program will hold a terminal degree and have expertise in the area 2) Adjuncts teaching in the course will hold a doctoral degree 3) all faculty must be conversant with the use of electronic curriculum and media course delivery systems; 4) any adjunct teaching a class for this program will be chosen because of the knowledge and practical experience in the area(s) the class will cover 5) the lead faculty must have a demonstrated record of publication and/or presentation.

- 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.

Fifty % or more of faculty teaching in this program will be full-time Northwest faculty. Note: Each adjunct teaching a program course will work closely with a lead professor from

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

Northwest. The adjunct will be in close contact with the faculty lead professor and will be provided with the lead professor's syllabus, eCompanion site, text, and other materials needed to ensure that each class addresses all course standards and that students master these standards.

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

We expect faculty to be current in their field and contribute to the profession through active participation in professional conferences and/or publications.

Faculty will hold regular office hours for student conferencing and conversation either face to face or through electronic media.

Faculty are expected to utilize electronic learning media throughout the course of the program.

#### Enrollment Projections

- Student FTE majoring in program by the end of five years.  
We anticipate that the cohort will be served before the end of five years.
- Percent of full time and part time enrollment by the end of five years.  
All students will be part-time due to career obligations.

#### Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.  
13 students per year expected at both three and possibly none at five years.
- Special skills specific to the program.
  - Lead in the creation and reevaluation of school vision, mission, goals, and development of a support structure to implement and sustain the plan
  - Involve all stakeholders
  - Promote collaborative problem solving, open communication and effective networking
  - Use data to identify needs and improve instruction
  - Administer and monitor the school improvement plan (SIP)
  - Focus future school leaders on the need for continuous improvement
  - \* Manage resources and facilities to promote student learning.
- Proportion of students who will achieve licensing, certification, or registration.  
Approximately 80%, or higher, students proceed to certification. Some take the program not intending to apply for certification in the foreseeable future. Others complete the program but wait until they are applying or are offered an administrative position before applying.

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

- 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.

96% of students complete the exit exam (comprehensive exam and portfolio component pass on their first attempt. 91% of students who completed the SLLA exam during the first administration of the new version passed in 2009. 93% of students taking the exam passed it in 2010.

- Placement rates in related fields, in other fields, unemployed.

All of the students are expected to be already employed in PK-12 education settings.

- Transfer rates, continuous study.

Approximately 64.2% of students who start in this program complete in 150% time (3 yrs).

#### 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?

This program will be managed by the EdS Program Coordinator and the Chair of the Department of Professional Education. Additionally, a faculty oversight committee will develop, evaluate, and monitor program course delivery and instruction. Student evaluations and feedback will be used to evaluate program faculty and methodology.

- 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.

All faculty members must have terminal degrees and must be approved by the Northwest Graduate Council as graduate faculty members. Fifty percent or more of faculty teaching in this program will be full-time Northwest faculty. Faculty members are expected to be current in their field and contribute to the profession through activity participation in professional conferences and/or publications.

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.

- Students at this site will have all the rights and privileges of students on the Maryville campus in terms of access to academic and service support.

o Advising will be provided by a full time faculty member via the web, phone, and/or on-site. In addition, the Outreach staff will provide support for students.

o The Northwest Owens Library offers off-campus access for all databases and they are able to provide student support through electronic technology as well as face-to-face tutorials.

o Financial assistance is available to those students who qualify.

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

o The Northwest Graduate School Office assists students in applying for program admission and graduation by notifying students in regards to their status and directing questions to appropriate personnel.

• The Northwest Center for Instructional Technology in Education (CITE) will provide technical support for faculty and students.

#### 6. Program Accreditation

•Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons.

All programs within the Professional Education Department leading to certification went through a review from NCATE in the spring term of 2014. The program is also reviewed by DESE.

#### Alumni and Employer Survey

•Expected satisfaction rates for alumni, including timing and method of surveys

We also invite program alumni to serve on advisories to provide input for program improvement.

•Expected satisfaction rates for employers, including timing and method of surveys

We receive feedback from superintendents at superintendent advisory council. All of our students do complete practicums or internships in school settings. The administrators they work with have to complete evaluations on the candidates.

#### 7. Institutional Characteristics: Please describe succinctly why your institution is particularly well equipped or well suited to support the proposed program.

• Students at this site will have all the rights and privileges of students on the Maryville campus in terms of access to academic and service support.

• Advising will be provided by a full time faculty member conducting scheduled advisements either on-site, via the web, and/or by phone. In addition, the University Outreach staff will provide support for students.

• The Northwest Owens Library offers off-campus access for all databases and they are able to provide student support through electronic technology as well as face-to-face tutorials.

• Financial assistance is available to those students who qualify.

• The Northwest Graduate School Office assists students in applying for program admission and graduation by notifying students in regards to their status and directing questions to appropriate personnel.

• The Northwest Center for Instructional Technology in Education (CITE) will provide technical support for faculty and students.

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

- Quality instruction, technology and faculty
  - o Nationally accredited program
  - o State recognized as one of the outstanding graduate programs accredited by DESE.
  - o Practical experiences
  - o Meet regularly with class
  - o Personal feedback from instruction
  - o 9 out of 10 faculty hold doctorate
  - o Same quality on and off campus
- NW tradition of excellence, quality, and rigor
  - o Proven record of graduate success
  - o Enjoys a reputation for quality throughout the region
  - o NW administrator and alumni networking
  - o Sense of pride
  - o Degree you can be proud of
  - o Over a century of experience and tradition
- Affordability
  - o Great value for your money and time
  - o Close to you
  - o Great return for your investment
  - o Flexible class scheduling and course delivery tailored for the working professional
  - o Innovative use of technology and course delivery

#### 8. Any Other Relevant Information:

Building Use Agreement for the use of the classroom is attached as Appendix A.  
There is no collaboration between institutions beyond the use of the facility so no CL form is necessary.

Appendix A. Building Use Agreement

Building Use Agreement

This agreement by and between North Central Missouri College, 1301 Main Street Trenton, MO 64683 (NCMC) and Northwest Missouri State University, 800 University Drive Maryville, MO 64468 (Northwest) will take effect for the Fall 2013 term and will continue for a period of 2 years until 2015.

Whereas, NCMC normally uses their property for higher education (undergraduate level degrees) and related activities, and

Whereas Northwest needs classroom space for holding graduate classes NCMC has agreed to allow Northwest to use space provided for M.S. Ed. Educational Leadership that the following terms and conditions are met.

It is Therefore Agreed by and Between the Parties:

1. NCMC agrees to let Northwest use a regular classroom only when space is available based on NCMC's educational needs with the NCMC President the contact person for NCMC and the Outreach Director for Northwest to coordinate the details of usage.
2. Northwest agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
3. Northwest agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of NCMC.
4. Northwest promises and warrants that it carries liability insurance and will provide NCMC with certification of this by August 26, 2013.
5. Northwest agrees to hold harmless, indemnify and defend NCMC (including NCMC agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for Northwest purposes, regardless of whether such injury or damage results from the negligence of NCMC (including NCMC agents, employees, and representatives).
6. Northwest agrees to be responsible for returning to pre-use condition all classroom facilities they will use.
7. This agreement may be cancelled unilaterally by either party with 120 days written notice to the other party.
8. Northwest agrees that it will not assign any of its rights under this agreement and any such assignment will void this agreement at the sole option of NCMC.
9. NCMC and Northwest agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If NCMC and Northwest cannot mutually agree upon such a process, the dispute will be submitted to a three member panel of the American Arbitration Association for final resolution.
10. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this 17 day of July 2013  
day month year

NCMC  
Janice Hooyman  
Signer's Name  
Dean of Instruction  
Position with NCMC (title)

Northwest  
Douglas Dunham  
Signer's Name  
Provost  
Position with Northwest (title)