

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: MS.Ed. - Educational Leadership: K-12

MS.Ed. - Educational Leadership: Elementary

MS.Ed. - Educational Leadership: Secondary

Degree/Certificate: Master of Education in Educational Leadership

Institution Granting Degree: Northwest Missouri State University

Delivery Site(s): Independence School District

Independence, MO

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

Geographic Location of Student Access:

Independence School District Admin Center, 201 N Forest Ave, Independence, MO 64050

Truman High School, 3301 S. Noland Road, Independence, MO 64055

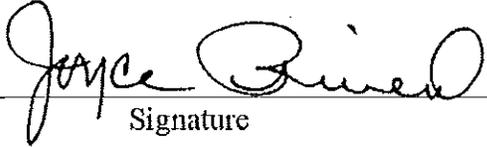
William Chrisman High School, 1223 N. Noland Road, Independence, MO 64050

CIP Classification: 13.0404 (Please provide a CIP code)

Implementation Date: 1/12/15 (Spring 2015)
(Semester and Year)

Cooperative Partners: NA

AUTHORIZATION

Joyce Pivaler, Interim Provost  June 26, 2014
Name/Title of Institutional Officer Signature Date

Greg Haddock, Vice Provost (660) 562-1145
Person to Contact for More Information 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>46</u>	<u>46</u>	<u>46</u>	<u>0</u>	<u>0</u>
<i>Total</i>	<u>46</u>	<u>46</u>	<u>46</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?

Projected student enrollments were based on direct survey of 214 faculty and administrators in the district (Appendix B). 51.39% answered "very interested" to the question: "If graduate degrees were offered on site within the Independence School District, rate your interest level in enrolling in a graduate degree program." 92 prospective students expressed an interest in Educational Leadership programs so the student enrollment was based on half of these respondents.

A. Market Demand:

. National, state, regional, or local assessment of labor need for citizens with these skills
Numerous publications have pointed to the growing public school enrollment and the steady increase in the diversity of the student populations being served. The need to maintain or improve service to students has increased the demand for highly trained principals and teachers. As schools are dealing with increased numbers and diversity they are also dealing with increased accountability for increasing student achievement through such mandates as No Child Left Behind (NCLB) and Race to the Top. If student achievement goals are to be met, all schools, rural, urban and suburban, must employ high quality building principals who are skilled instructional leaders, managers, communicators, collaborators, strategic planners.

The need for universities to continue preparing quality school level administrators continues. A review of information in the DESE school directory indicates that at

1. Need (Form SE - Student Enrollment Projections)

least 39 school districts in northwest Missouri and the Kansas City area have building level principals who have been in the district for three years or less. This is a trend that continues as principals in small schools move to larger schools and principals move into a growing number of district level vacancies.

The economy has seriously impacted public education and forced PK-12 schools to make cost-cutting changes. For the 2010-11 school year at least five schools moved from having an elementary and a secondary level principal to having a K-12 administrator. Polls at area principals' meetings indicate that others are considering the move to a K-12 administrator. This presents a huge challenge for administrators going into these roles so providing a quality K-12 preparation program is critical. A bit more surprisingly, conversations with three larger Kansas City area school districts indicated support of this K-12 administrator prep program. As districts have to adapt to current financial trends, the K-12 option will allow them to move quality administrators from elementary to secondary and vice versa, utilize assistants as part-time in two different schools at two different levels, etc. Having administrators who are certified K-12 provides flexibility for districts to use their administrative pool to best meet student needs even during challenging financial times.

B. Societal Need:

i. General needs which are not directly related to employment

Additionally the federal interest in improving education for all students, manifesting itself in President Obama's Race to the Top initiative, outlines four areas of focus for improving education. These surround standards and assessment, development and use of great data systems, developing the acumen necessary to turn around low-achieving schools, and finally, great teachers and leaders. The confluence of all of these goals would seem to be at the principal/school leader's door. This is confirmed by the latest research and really the balance of studies in these areas since the early 1980s and the education initiatives flowing from the A Nation at Risk report. The Northwest M.S. in Administration program has a reputation for preparing future leaders to meet these challenges. Northwest has led in all four areas listed in RT3 request for proposals. Over the last decade the institution has led in:

•Higher education teacher assessment (a primary basis for selection nationally for the Christa McAuliffe award)

•Urban teacher preparation (cited by Teacher's College – Columbia University as the leaders in urban teacher preparation for Kansas City Schools through the pilot residential internship program)

•Led the state in creating a highly successfully Alternative Certification Program which addresses both urban and rural needs through cohort programs and was initially funded by a five-year federal Transition to Teaching grant

1. Need (Form SE - Student Enrollment Projections)

•Taking initial steps and providing leadership to create the cooperative doctorate program in Educational Leadership and Policy Analysis in cooperation with the University of Missouri – Columbia

•Piloting and implementation of highly successful programs for new teacher induction in cooperation with the Northwest Regional Professional Development Center (RPDC) and the Satellite Leadership Academy (and a number of other similar innovative programs).

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

Information is gathered from the DESE website – School District Report Cards (http://www.dese.mo.gov/schooldata/school_data.html) and School Directory (<http://www.dese.mo.gov/directory/index.html>). Survey method was direct survey with cooperation from the school district.

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?

This program will not be a duplication of the current program, but rather the program is being adapted to meet current district needs. The M.S.Ed. in Educational Leadership: Elementary and Secondary programs will be continued to help meet the needs of candidates who already have obtained certification in either elementary administration or secondary administration but who want to add the additional certification.

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: MS.Ed. - Educational Leadership: K-12

MS.Ed. - Educational Leadership: Elementary

MS.Ed. - Educational Leadership: Secondary

Date: 1/12/15

(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.

To be fully admitted to the program, a student must complete an application for graduate study, submit all transcripts in order to demonstrate a minimum undergraduate GPA of 2.75, provide three letters of reference, and obtain a minimum combined score of 700 on the verbal and quantitative sections of the GRE. Applicants who have taught for at least two years in an accredited school can take the departmental admission exam (DAE) in lieu of the GRE. The DAE is administered locally at no cost to the student. Following the submission of the above materials, the student and a faculty member from the Department of Educational Leadership will write an Approved Program Form, which outlines the courses to be taken in an appropriate timeframe.

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

Many rural school districts are relying on single principals to cover the entire student population making this a necessary degree to acquire.

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 degree at least one level higher than an M.S. (90%+ Educational Leadership adjuncts either hold a terminal degree or are ABD while working toward completion of the terminal degree) 3) all faculty must be conversant with the use of electronic curriculum and media course delivery systems; 4)

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

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 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.

46 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

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

* Manage resources and facilities to promote student learning.

- Proportion of students who will achieve licensing, certification, or registration.
Approximately 80% of 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.
- 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 67% 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 Masters in Education 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.

The majority of classes in this program will be taught by the Northwest faculty from the main campus. 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.

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

- 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.
- 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 Educational Leadership and Curriculum Instruction 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 need to implement the alumni survey. We are fortunate to have a large number of students who move into our Ed.S. program after completing their M.S.Ed. program. We are also fortunate to have contact with many of our alumni through our work in the schools (student teaching supervision, practicum/internship supervision, etc. 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 need to implement the employer survey. 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. With rare exceptions the results are very positive.

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

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

- 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.
- 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

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

- Great value for your money and time
- Close to you
- Great return for your investment
- Flexible class scheduling and course delivery tailored for the working professional
- Innovative use of technology and course delivery

8. Any Other Relevant Information:

Although the school district is the location of the program as well as the employer of the prospective students, it is a program offered and controlled by Northwest Missouri State University. Form CL has been attached, as well as a building use agreement and the survey used to determine need for programming.

COLLABORATIVE PROGRAMS

Sponsoring Institutions: Northwest Missouri State University offering programs at Independence School District

Degree program: MS.Ed. Educational Leadership (Elementary)

MS.Ed. Educational Leadership (Secondary)

MS.Ed. Educational Leadership (K-12)

Length of agreement: open-ended
(open-ended or limited)

1. Which institution(s) will have degree-granting authority?

Northwest Missouri State University

2. Which institution(s) will have the authority for faculty hiring, course assignment, evaluation, and reappointment decisions?

Northwest Missouri State University

3. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?

Building Use Agreement, attached

4. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?

Northwest Missouri State University

5. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?

N/A, only calendar of Northwest Missouri State University is used for courses

6. In addition to the information provided by each participating institution regarding Financial Projections (Form FP), please address the following items:

- A. How will tuition rates be determined if they differ among the institutions?

N/A, only Northwest Missouri State University tuition

Appendix A. Collaborative Program Form: (Form CL).

- B. Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the proposal. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.

None, Building use agreement is a non-fee agreement

- C. What arrangements, if any, have been made for exchange of money between participating institutions?

None, this is a non-fee agreement

7. What commitments have been made by all participants to evaluate the program systematically?

Only Northwest Missouri State University will review its programs.

8. If one institution wishes to discontinue the program, what agreements exist for terminating the offering?

Cancelation policy will cover 120 days so that sufficient time to change instructional space can be used.

Detailed quantitative analysis report

My role in the Independence School District:

Mean: 1.15

Response	Value	Frequency	Percent	Graph
Teacher	1.00	194	89.81	
Administrator	2.00	8	3.70	
Other	3.00	12	5.56	
Total Valid		214	99.07	
Missing		2	0.93	
Total		216	100.00	

My highest degree completed or current working toward:

Mean: 1.85

Response	Value	Frequency	Percent	Graph
Bachelors Degree	1.00	55	25.46	
Masters Degree	2.00	143	66.20	
Educational Specialist Degree	3.00	13	6.02	
Doctoral Degree	4.00	5	2.31	
Total Valid		216	100.00	

Appendix B. Survey data

If graduate degrees were offered on site within the Independence School District, rate your interest level in enrolling in a graduate degree program: Mean: 1.64

Response	Value	Frequency	Percent	Graph
Very Interested	1.00	111	51.39	
Somewhat Interested	2.00	70	32.41	
Not Interested	3.00	34	15.74	
Total Valid		215	99.54	
Missing		1	0.46	
Total		216	100.00	

What are your areas of interest for graduate degrees? (Check all that apply) Mean: -

Response	Value	Frequency	Percent	Graph
Educational Leadership	1.00	92	42.59	
Teacher Leadership- National Teacher Board Certification Preparation	2.00	67	31.02	
Reading	3.00	52	24.07	
Special Education	4.00	24	11.11	
Instructional Technology	5.00	52	24.07	
English Language Learner	6.00	16	7.41	
Early Childhood	7.00	13	6.02	
Mathematics	8.00	21	9.72	
English	9.00	19	8.80	
Total Valid		180	83.33	
Missing		36	16.67	
Total		216	100.00	

Appendix B. Survey data

I would like to receive future updates on new programs in the Independence School District:

Mean: 1.26

Response	Value	Frequency	Percent	Graph
Yes	1.00	159	73.61	
No	2.00	57	26.39	

Appendix C. Building Use Agreement

forthcoming