

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: Guidance and Counseling

Degree/Certificate: Master of Science in Education

Institution Granting Degree: Northwest Missouri State University

Delivery Site(s): Independence School District

Mode of Program Delivery: Face-to-face, interactiveTV, Web enhanced, and online

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: 131101 (Please provide a CIP code)

Implementation Date: Fall 2015
(Semester and Year)

Cooperative Partners: N/A

AUTHORIZATION

<u>Timothy Mottet, Provost</u>		<u>April 1, 2015</u>
Name/Title of Institutional Officer	Signature	Date
<u>Gregory Haddock, Vice Provost</u>		<u>(660) 562-1145</u>
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>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>
<i>Total</i>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>

ii. Will enrollment be capped in the future?

No, there is no intention of capping enrollment.

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

Projected student enrollments are based on discussions with the Independence School District and prospective students in the school facilities.

A. Market Demand:

. National, state, regional, or local assessment of labor need for citizens with these skills
The Superintendent and the HR director of the school district has asked Northwest to offer and complete students in this program (attachment C).

B. Societal Need:

i. General needs which are not directly related to employment
Northwest's instructional goal is to promote within the graduate student those skills necessary to help children and adolescents work through issues directly relevant to educational, personal, social, and vocational progress, by focusing on the primary functions of the modern school counselor: Consultation, coordination, and counseling. Toward that end, Northwest's program stresses the importance of the successful candidate's ability to apply cognitive, psychosocial, moral, and social-cognitive developmental theories, as well as comprehensive guidance program management, in the school setting. Additionally, major elements of the program are development and refinement of individual-, small- and large-group counseling skills, as well as the refinement of guidance skills.

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

Outreach with School District Staff, university administration, and department faculty.

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 is a long-standing program of our university and the Independence School District directly reached out to our staff for providing instruction.

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 in Education, Guidance and Counseling

Date: April 1, 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.

All students pursuing a graduate degree in the department must meet the general requirements of the University and specific department requirements. For the most recent changes in programs or requirements, visit our website at www.nwmissouri.edu/.

Department requirements to be completed in the following sequence are:

In addition to applying for admission to the University, graduate students must apply for admission into a specific program in the department. Only summer entrants are accepted for the M.S.Ed. Guidance and Counseling program.

Submission of an undergraduate transcript from an accredited college which indicates:

- a. A minimum overall grade point average of 2.50 or above;
- b. A minimum GPA in the undergraduate declared major of 3.00;

Submission of scores from the general Graduate Record Examination

- A written statement of career plans.
- A written statement of philosophy of education, which serves also as a writing sample.
- A letter of recommendation and a completed recommendation form from a school counselor, a Licensed Professional Counselor, a school administrator, or a college professor attesting to the applicant's potential as a graduate student and as a school counselor. Forms to accompany the letter of recommendation are available on the Behavioral Sciences Department website.
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4. Program Characteristics and Performance Goals: (Form PG).

While a teaching certificate is preferred, an applicant can take additional coursework in lieu of a teaching certificate. An additional core of teaching courses in concert with Missouri certification rules is required.

Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
All faculty will be content specialists with certification and terminal degrees in the area of school counseling.
- 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.
20% full-time faculty, 80% part-time faculty by FTE
- Expectations for professional activities, special student contact, teaching/learning innovation.
Program faculty will be in alignment with department goals for professional development opportunities.

Enrollment Projections

- Student FTE majoring in program by the end of five years.
15 students, 10 FTE at five years.
- Percent of full time and part time enrollment by the end of five years.
Students (100%) will be part-time graduate students.

Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
10 per year at three and five years
- Special skills specific to the program.

The purpose of the M.S. Ed. Guidance and Counseling program is to prepare school counselors to work in elementary, middle, and secondary schools. Therefore, faculty collaborates consistently and efficiently with professional school counselors in the field, their respective schools, and school counselor professional organizations to provide the school-counselor-in-training realistic professional experiences and a network of professional resources.

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

- Proportion of students who will achieve licensing, certification, or registration.

This program will serve clinicians and teachers who may already have state licensure. This program will lead to certification in school counseling through DESE.

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.

100% certification rate

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

Students will already be employed as teachers, field specialists, and some may seek counseling positions after their studies.

- Transfer rates, continuous study.

None.

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?

All programs in education at Northwest are NCATE/DESE accredited.

- 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 goal of the College of Education and Human Services is to continue expanding services to meet the needs of graduate students in the service area while maintaining high standards of quality. Each department full-time faculty is qualified as graduate faculty at Northwest and is committed to supporting extended campus programming and developing procedures for identifying and developing a high-quality pool of part-time graduate instructors. An educational structure has been put into practice where the part-time instructors are on campus for an annual institute. They are then included in a small learning community led by campus faculty and made up of others instructing the specific course through the use of eCompanion. This process is on-going. The University has also committed to increasing full-time faculty who may be located closer to the extended site as program growth occurs. A coordinator is located at the extended site to better meet the needs of the local students, district, and community.

Adjuncts are included in on-campus professional development in addition to the specific provisions provided for them in the annual institutes and small learning communities.

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

It is Northwest's desire to integrate part-time faculty into the culture of graduate education, its resources, standards, and level of teaching expertise expected by the University of its graduate faculty. Regular department faculty will be significantly involved with the professional development provided for the adjuncts. This involvement may occur face-to-face, via ITV, by mentoring visits, on-line threaded discussion, etc. The attention to the detail of who actually delivers the course work is greatly appreciated by students. By offering extended campus programs in graduate education, Northwest will meet both the demands for access and the demand for quality.

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.

Student support services, such as:

Advisement – Advising will be provided at the site by the respective site coordinator, a full faculty advisor on-site, a full faculty advisor via telephone/email, and through interaction with Outreach Education staff.

Procuring Books – A procedure has been put into place for ordering books through the Campus Bookstore. Students may also order books through other means, such as internet sources.

Library Access – Students have access to the Northwest Library which is supported by a high level of technology. Instruction will be given by library staff to students, adjuncts and faculty on how to use the library to the maximum benefit. Other specialized reference resources will be provided to the extended site of delivery. Students and Education Practitioner Faculty members also have access to Mobius – the combined collections of Missouri libraries in one on-line catalog. Other library resources include: research strategies, research guides, databases, on-line resources, lists of useful websites, article searches, webliographies, plagiarism detection assistance, and much more.

Technology – The CITE Office will supply technical support for eCompanion as an assist to all courses to aide in the delivery and ongoing contact with students in the field. Each ITV site is also staffed with a technical assistant who is available for ITV classes.

Financial aid staff are eager to assist graduate students in any way possible.

The Graduate Office staff are also available to assist students with concerns.

6. 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.

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

Appendix A, form CL

Appendix B – building use agreement

Appendix C – request from School District Superintendent

COLLABORATIVE PROGRAMS

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

Degree program: MS.Ed. Guidance and Counseling

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

- 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.

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

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.

Building Use
Agreement

This Building Use Agreement ("Agreement") is made and entered this 19th day of September 2014 by and between the Independence 30 School District, 201 North Forest Avenue, Independence, MO 64050 ("ISD") and Northwest Missouri State University, 800 University Drive Maryville, MO 64468 ("Northwest").

WHEREAS, Northwest needs classroom space for holding graduate classes; and

WHEREAS ISD has agreed to allow Northwest to use its classroom space for Northwest's M.S. Ed. Educational Leadership K-12, M.S. Ed. Reading, and Educational Specialist graduate degree programs provided that the terms set forth in this Agreement are met.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. ISD agrees to let Northwest use its regular classroom space, when classroom space is available in the sole discretion of ISD's Superintendent or his designee, for holding class for the following graduate programs: M.S. Ed. Educational Leadership K-12, M.S. Ed. Reading, and Educational Specialist. Northwest may use classroom space upon approval by ISD's Superintendent or his designee at any of the following three locations: Independence School District Administration Center (201 North Forest Avenue, Independence, MO 64050), Truman High School (3301 S. Noland Road, Independence, MO 64055), or William Chrisman High School (1223 N. Noland Road, Independence, MO 64050).
2. The ISD Superintendent or his designee is the contact person for ISD and the Outreach Director is the contact person for Northwest. The ISD Superintendent or his designee and Northwest's Outreach Director will coordinate the details of Northwest's usage of classroom space at the three ISD locations, including dates, timeframes, parking, appropriate entrances and exits for Northwest's students and faculty, etc.
3. This is a nonfee agreement and Northwest agrees to abide by all the terms and conditions of use described in this Agreement.
4. 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.
5. Northwest agrees that it will not use the premises for any purpose that is contrary to the mission, purpose, belief, or Board policies and regulations of ISD.
6. Northwest, its employees and its activities are protected from causes of action under Missouri law and all other courts of competent jurisdiction by the State Legal Expense Fund as described in Missouri Revised Statutes 105.711. This fund is administered cooperatively by the Office of Administration and the Office of the Attorney General. The limits of the fund are those found in the sovereign immunity law of the State of Missouri.
7. Northwest agrees that it is responsible for its own acts and omissions and that, subject to all applicable defenses, it shall be liable for payment of that portion of any and all claims, liabilities, injuries, suits, and demands and expenses of all kinds that may result or arise out of any alleged wrongdoing or neglect caused or alleged to have been caused by Northwest, its officials, employees, agents, or students in connection with

Northwest's usage of ISD's classroom space under this Agreement. If any third party makes a claim or brings any action, suit, or proceeding against ISD that alleges any wrongdoing or neglect caused by Northwest, ISD will promptly notify Northwest of the third-party claim and permit Northwest to participate in defense of the claim; including the investigation and settlement of the claim.

8. Nothing in this Agreement shall constitute any waiver of ISD's sovereign immunity pursuant to Missouri law, including but not limited to Section 537.600, *et seq.*, of the Missouri Revised Statutes.
9. Northwest agrees to be responsible for returning to pre-use condition all classroom facilities that it uses.
10. The term of this Agreement is from January 1, 2015 through December 31, 2017.
11. This Agreement may be cancelled unilaterally by the District for any reason with 120 days written notice to

Northwest's contact person.

12. 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 ISD.
13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.
14. Missouri law governs the subject matter of this Agreement.

Dated this 19th day of September day month 2014 . year

Northwest

Dale Heel
Signer's Name

Timothy P. Mottet
Signer's Name

[Signature]
ISD Superintendent

[Signature]
University Provost

Appendix C. Request to offer program from ISD

Haddock,Gregory

From: Piveral,Joyce
Sent: Wednesday, April 01, 2015 3:28 PM
To: Haddock,Gregory
Subject: FW: counseling program
Attachments: KCO outreach Catalog Info on Guidance and Counseling, Masters Degree.docx

From: Hiatt,Rochelle
Sent: Thursday, February 19, 2015 1:19 PM
To: Linda Gray Smith
Cc: Piveral,Joyce
Subject: RE: counseling program

Hi Linda

I have attached a summary of required courses, course sequence, and admissions requirements. If you would like I can meet with your cadre to answer questions. I would like to have their applications completed by April 1 if that is doable.

Shelly

From: Linda Gray Smith [mailto:linda_graysmith@isd.schools.org]
Sent: Wednesday, February 18, 2015 10:18 AM
To: Hiatt,Rochelle
Subject: counseling program

Good morning Shellie,

Just wanted to check in on the possibility of offering a graduate program in counseling on our campus. We had emailed earlier about the chances of beginning such a program this summer. As far away as summer seems now (at least by the weather), I suspect summer programs are very near in your educational realm.

Thank you. Just let me know if there is something with which I can assist you.

Thanks,
Linda