

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: Elementary 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

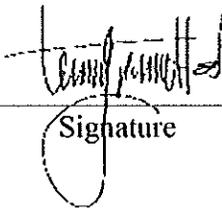
CIP Classification: 131202 (Please provide a CIP code)

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 Elementary Education, particularly with Early Childhood credentials, and many students wanting to enter this career path are placebound and cannot matriculate to regional universities after the completion of their AAT degree. Northwest Missouri State already places 15-20 students each year 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 Elementary 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 Elementary 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 92%-98%.
- 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.

Appendix – Sample Articulation Agreement with Metropolitan Community College for AAT

**ARTICULATION AGREEMENT
BETWEEN
METROPOLITAN COMMUNITY COLLEGE
AND
NORTHWEST MISSOURI STATE UNIVERSITY**

**Associate In Arts in Teaching (A.A.T.) to B.S.Ed. in Elementary Education
Northwest Catalog 2008-2010**

OVERVIEW:

This formal program articulation agreement is made and entered into by Northwest Missouri State University, hereinafter referred to as Northwest, and Metropolitan Community College, hereinafter referred to as MCC. By this agreement MCC and Northwest express a shared commitment to increasing opportunities for student access to and success in higher education. By clarifying transfer policies and procedures which assure articulation between programs, the institutions seek to assist students in making a seamless transfer from the associate to the baccalaureate degree.

PURPOSE:

This agreement provides students who have earned an **Associate In Arts in Teaching** the opportunity to complete a **B.S. Ed. in Elementary Education** at Northwest. Any MCC student who has earned an Associate in Arts is guaranteed that Northwest will accept Associate of Arts in Teaching credit, and designated electives as outlined in this agreement. Northwest will apply such to the B. S. Ed. in Elementary Education in a manner consistent with the treatment of native students.

CONDITIONS OF TRANSFER:

Section I: Admissions and Matriculation

MCC students maintaining continuous enrollment under this agreement or matriculating into Northwest within 18 months from the last registration date with MCC will be afforded the same treatment and protection as Northwest native students enrolled under the Northwest catalog in effect the year the student officially matriculates into MCC. This agreement is in effect for students matriculating into MCC during the 2008-2010 Northwest catalog. Students entering under later catalogs must meet the requirements of the respective catalogs. Every effort will be made to update agreements as new catalogs come into effect.

Criteria for acceptance into the B.S. Ed. in Elementary Education will be the same for transfer as for native students.

Students seeking admission to Northwest must have a minimum 2.00 cumulative grade point average (gpa) in transfer.

Admission to some undergraduate programs is competitive. While all students who achieve a 2.00 cumulative gpa in transfer will be fully considered, Northwest may offer admission to students based on their relative ranking of the college cumulative gpa.

The grade point average used to determine admission to the baccalaureate program will be calculated based upon the academic policies of Northwest. Courses in progress will not be used for calculating grade point average.

The Office of Admissions at Northwest has established application procedures. Students should contact the Office of Admissions for details or consult the Northwest Undergraduate Academic Catalog.

Elementary Education
Page 1 of 5
Last revised 10/13/09

Appendix – Sample Articulation Agreement with Metropolitan Community College for AAT

MCC, upon the request of students, will provide verification of completed courses to Northwest through its Office of Registrar.

The transcript of students transferring from MCC will be evaluated by the Office of Admissions at Northwest.

Transfer students from MCC will have access to financial aid, scholarships, and student services as with any native student.

Northwest will apply the same academic progress and graduation standards to MCC transfer students as those applicable to native students.

Section II: Transfer of Credit

Courses that are non-college level (commonly less than 100 level courses) are not transferable toward a baccalaureate degree.

Only academic courses with passing letter grades (A, B, C, D) will be accepted for graduation requirements.

Many professional education and major courses require a "C" or better. Those courses are outlined in the Northwest catalog.

Students who have earned scores on Advanced Placement tests (AP) or International Baccalaureate (IB) tests offered in high school may be awarded college credit after evaluation of official score reports from the College Entrance Examination Board. Accepted credit will be recorded on a student's transcript in accordance with the Northwest's credit for external examinations policy. Credit is not granted for an AP exam if the student has completed a college course equivalent to the AP exam.

Students may earn college credit by examination in the College Level Examination Program (CLEP) in selected exams if scores earned meet the score requirements outlined in Northwest's university catalog. Official score reports must be submitted to the Office of Admissions at Northwest.

Northwest will accept for credit courses taken while the student is enrolled in high school in a Dual Enrollment Program as long as the courses are not vocational in nature and follow the Missouri CBHE State Guidelines for Dual Enrollment Courses issued October 1999. In order to have credit evaluated and granted, the Office of Admissions must receive an official college transcript from the college or university granting the credit.

Note:

This agreement is meant to aid students in efficiently transferring from Metropolitan Community College to Northwest Missouri State University. It is not however a substitute for proper advisement from both institutions.

Appendix – Sample Articulation Agreement with Metropolitan Community College for AAT

Section III: Program Plan

Students falling under this program articulation agreement will be responsible for successfully completing the following requirements.

Metropolitan Community College, Kansas City AAT Degree Requirements

General Education Requirements for AA	42 credits
American Institutions (one must be HIST)	6
HIST 120 American History I or	3
HIST 121 American History II or	3
POLS 135 Introduction to Political Science or	3
POLS 136 Introduction to American National Politics or	3
POLS 137 Introduction to State and Local Politics or	3
<i>Northwest recommends one HIST and one POLS.</i>	
Communications	9
ENGL 101 Composition and Reading I and	3
ENGL 102 Composition and Reading II and	3
*SPDR 100 Fundamentals of Speech or	3 <i>(Recommended)</i>
SPDR 102 Fundamentals of Human Communication	3
Mathematics	3
MATH 119 College Mathematics or higher (required by MCC)	3
Humanities	9
A Foreign Language or American Sign and	3-5
Any Literature or PHIL course and	3 <i>(Lit Recommended)</i>
*MUSI 108 Music Appreciation or	3
*ART 108 Survey of Art	3
Sciences	9
*BIOL 101 General Biology	5
*PHYS 104 Foundations of Physical Science	5
Social Sciences	6
ECON 110 Intro to Economics or	3
ECON 210 Macroeconomics or	3
ECON 211 Microeconomics and	3
*GEOG 105 World Geography	3
Required Teacher Education Courses	12 hours
*EDUC 200 Foundations of Education <i>(transfers to Northwest as 61-461 School & Society)</i>	3
*EDUC 201 Teaching Profession with Field Experience <i>(transfers to Northwest as 62-211 Observation and Activity in Elem. School)</i>	3
*EDUC 270 Educational Psychology <i>(transfers to Northwest as 08-303 Educational Psychology)</i>	3
EDUC 280 Technology for Teachers <i>(transfers to Northwest as 61-145 Information & Educational Technology and meets Information Technology Institutional Requirement)</i>	3

Elementary Education
Page 3 of 5
Last revised 10/13/09

Appendix – Sample Articulation Agreement with Metropolitan Community College for AAT

As per Missouri DESE policy, EDUC 200, EDUC 201, and EDUC 270 require a grade of "C" or better.

Electives chosen from the following

8 credits

Each of the following classes is required for a B.S. Ed. in Elementary Education at Northwest except Western Civilization II. If they are not taken as electives at Metropolitan Community College (as only 8 hours of electives are required) then they must be taken at Northwest.

*EDUC 135	Number Systems for Elementary Teachers	3
*EDUC 136	Geometry for Elementary Teachers	3
	<i>(EDUC 135 and 136 transfer to Northwest as 17-171 Fundamentals of Math and 17-371 Algebra and Geometry for Elementary Teachers if they are both taken at MCC. If only one is taken, students will be required to take both 17-171 and 17-371 at Northwest.)</i>	
*EDUC 190	Art for Elementary Teachers	3
	<i>(transfers to Northwest as 13-380 Art in the Elementary School)</i>	
*EDUC 210	Music for Elementary Teachers	2
	<i>(transfers to Northwest as 19-380 Music Methods for Elem. Teachers)</i>	
*EDUC 215	Children's Literature	3
	<i>(transfers to Northwest as 62-216 Literature for the Elementary School)</i>	
EDUC 235	Diversity Issues in Education	3
	<i>(transfers to Northwest as Multicultural Institutional Requirement)</i>	
*PSYC 240	Child Development	3
	<i>(transfers to Northwest as 08-312 Child Psychology)</i>	
HIST 134	Western Civilization II	3
	<i>(Strongly Recommended but not required by Northwest)</i>	

Total to complete Associate of Arts in Teaching

62 credits

*Classes with asterisk and all major courses require a "C" or better.

Important Note about MCC Requirements:

All courses must be at least 100 level or higher.

Courses can only be used once to meet degree requirements.

Students must complete a Writing Intensive course AND either a Human Diversity course or Learning Community as part of the General Education Requirements.

Students must achieve a minimum GPA of 2.5.

Students must achieve minimum scores of 235 on each section of the C-BASE.

MCC recognizes that four-year institutions may have additional requirements including higher GPA, higher C-BASE scores, or additional courses that could be taken at the community college level.

Students are encouraged to work closely with an advisor from the receiving institution so that they may understand and prepare to meet all entrance requirements.

Important Note about Northwest Requirements:

Northwest's ACT and C-BASE requirements to enter the teacher education program vary from MCC's AAT requirements. Northwest currently requires a 21 or higher ACT, with a 235 on each section of the C-Base or a 20 ACT, with a 265 on at least 3 sections of the C-Base and a 235 on remaining sections.

Remaining required Courses in Elementary Education (not including electives listed above)

Foundations for Teaching

EdCI 62-301	Reporting Pupil Progress	2
EdCI 62-371	Introduction to Special Education	2

Teaching Methods

EdCI 62-320	Classroom and Behavior Management	3
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Elementary Education
Page 4 of 5
Last revised 10/13/09

Appendix – Sample Articulation Agreement with Metropolitan Community College for AAT

EdCI 62-356	Teaching Reading/Languages Arts in the Elem. School	4
EdCI 62-380	Diagnostic and Corrective Reading	2
EdCI 62-410	Elementary School Social Studies	3
Math 17-471	Mathematical Methods for Elementary Teachers	3
PE 22-238	Health and PE Methods in the Elementary school	3
Sci Ed 28-380	Methods in Elementary School Science	3

Clinical Experiences

EdCI 62-407	Elementary School Language Arts Practicum	1
EDcl 62-420	Content Teaching in Elementary Schools	3
EdCI 62-456	Practicum and Seminar in Elementary School Reading	3
Ed 61-471	Directed Teaching in the Elementary School	12-14
Ed 62-591	Seminar in Education	1

Students must choose a minor or concentration (See Northwest Catalog for minors or departmental materials for concentration areas)

Concentration Area	21 hours
Minor in Early Childhood	30-31 hours
Minor in Early Childhood with an Early Childhood Special Education Certification	36-40 hours

Students may also choose to double major in Elementary Education and Special Education (grades 1-6) with 9 additional hours.

Total Minimum Hours for BSED 124

Some BSED programs are over 124 hours and may take more than 8 trimesters to complete.

Approved by:

Dr. Barb Crossland
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 Northwest Missouri State University

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Jacqueline I. Snyder
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