

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>5</u>	<u>5</u>	<u>8</u>	<u>8</u>	<u>10</u>
<i>Total</i>	<u>5</u>	<u>5</u>	<u>8</u>	<u>8</u>	<u>10</u>

ii. Will enrollment be capped in the future?

no

A. Market Demand:

. National, state, regional, or local assessment of labor need for citizens with these skills
Career and technical (CTE) educators at area technical schools teach in the areas of auto mechanics, collision repair, building and trades, welding, and other similar areas enter teaching positions without being certified. When they enter the teaching profession, they must take a course in six areas as required by DESE. Most CTE educators do not hold bachelor's degrees but have technical training and years' experience in their field. For those who may hold a bachelor's degree, a course in each of the six areas is still required for CTE certification. Therefore, a certificate program offered for CTE educators who hold a bachelor's degree is proposed. To more effectively market this program to CTE educators in the region, a sequence of courses in the six areas will be offered that lead to a 15-hour "certificate program." Classes will be offered at Northwest Outreach Centers through alternative scheduling and delivery methods, that may include online components, face-to-face instruction, attendance at a professional CTE conference, weekend classes, and ITV.

B. Societal Need:

i. General needs which are not directly related to employment

Currently the only delivery method for potential students in the NW region is online. Past students have expressed the need to have a face-to-face option for these courses in the NW region. Local Career Center directors have also expressed this concern. Many of the students are changing careers at mid-life to become teachers and do not have the technical skills to feel comfortable taking all coursework online. Essentially, Northwest will meet societal needs by offering an alternative delivery modality.

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

1. Need (Form SE - Student Enrollment Projections)

Conversations with DESE Career Education certification contact, local Career Center directors at regional meetings, and interviews with past students upon completing their state certification. Also, Graduate Level Certificate, approved last academic year, has been successful.

2. Duplication and Collaboration: (Form CL – Collaborative Programs)

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?

No other institution is offering these courses face-to-face regionally. Only online options are available through University of Central Missouri in Warrensburg and Southeast Missouri State University offers options in that region. Although the Northwest region can be served by UCM but it has to be online.

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

No (If yes, please complete Form CL.)

3. Program Structure: (Form PS - Program Structure)

PROGRAM STRUCTURE

A. Total credits required for graduation: 15

B. Residency requirements, if any: N/A

C. General education: Total credits: N/A

Courses (specific courses OR distribution area and credits):

D. Major requirements: Total credits: 15

Required Courses

VOED 02-501 History and Philosophy of Career Education (2)

VOED 02-505 Assessment in Career Education (2)

VOED 02-506 Career Education Curriculum (2)

VOED 02-508 Guidance in Career Education OR

VOED 02-510 Coordination of Cooperative Education (2)

VOED 02-515 Instructional Methods of Career Education (3)

VOED 02-520 Special Investigations in Career Education (2)

EDCI 62-371 Introduction to Special Education (2)

E. Free elective credits: N/A (Sum of C, D, and E should equal A.)

F. Requirements for thesis, internship or other capstone experience:

none

G. Any unique features such as interdepartmental cooperation:

Northwest Outreach, Computer Science and Information Systems, and Curriculum and Instruction departments collaborate to offer the program.

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

PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name: Northwest Missouri State University

Program Name: Career and Technical Education Undergraduate Certificate Program

Date: January 26, 2012

(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.

No special preparations required

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

Individuals with extensive experience and expertise in given Career field.

Faculty Characteristics

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

The center directors in coordination with the departments of Computer Science/Information Systems and Curriculum & Instruction will identify adjunct instructors to teach this program. Standard operation principals will apply in hiring and approving these instructors. Most of the coursework is at the 500-level so the Graduate Council on campus will also be a part of this process.

- 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.

0% will be full time faculty. A cadre of adjunct instructors will be identified and be evaluated by the departments involved.

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

One instructor will be assigned to do on-site performance-based teaching evaluation.

Enrollment Projections

- Student FTE majoring in program by the end of five years.

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

10 students in certificate program

- Percent of full time and part time enrollment by the end of five years.

100% part-time students

Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.

year 3, 8 graduates, year 5 10 graduates per annum

- Special skills specific to the program.

Teaching pedagogy

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

100%

- 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.

N/A

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

100% placed in related field

- Transfer rates, continuous study.

N/A

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.

Northwest Missouri State University is fully accredited by NCATE with all current education programs approved by the Missouri Department of Elementary and Secondary Education.

Alumni and Employer Survey

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

Surveys will be conducted each trimester for students to evaluate the instructors via the Northwest eCompanion platform. Upon completion of the program, each alumni will be mailed a survey within 6 months regarding their program satisfaction rate. The expected overall satisfaction rate is 100% of all involved will be satisfied.

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

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

Each Career and Technical Center employing a Northwest Career Education program completer will be mailed a survey in each of the first 3 years after program completion to evaluate the employers satisfaction rate. The expected satisfaction rate is 100% satisfied.

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

Northwest Missouri State University is regionally recognized for outstanding education programs. Northwest has identified instructors who have advanced education degrees as well as those instructors having actual experience in Career and Technical Centers. The combination of formal training and on-site experience would ensure exceptionally qualified instructors.

Northwest has been actively involved with interacting with Career and Technical Center Directors and Northwest.

8. Any Other Relevant Information: