

CEBS CURRICULUM COMMITTEE
3:00 pm – July 6, 2010
Dean's Conference Room

I. Approval of Minutes of the May 4, 2010 meeting. (These minutes can be found on the CEBS Web Page, click on Faculty and Staff and then meeting minutes and agendas.)

II. New Business

From the Dean's Office – College of Education and Behavioral Sciences

1. Revise a Program – graduate level non-degree certification-only programs
2. Create a Certification Policy – Policy on Recommending Teacher Certification based on Proficiency Evaluation

III. Other Business

--Alternate Admissions Report

**College of Education and Behavioral Sciences
Proposal to Revise A Program
(Action Item)**

Contact Person: Retta Poe, retta.poe@wku.edu, 5-4662

1. Identification of program:

- 1.1 Current program reference number: (various). The proposed policy revision will apply to all graduate non-degree certification-only programs.
- 1.2 Current program title: (various). The proposed policy revision will apply to all graduate non-degree certification-only programs.
- 1.3 Credit hours: varies by program

2. Identification of the proposed program change:

- Clarifies the residency requirement for all non-degree certification-only programs. Endorsement programs will now require that, as with Planned Fifth-Year/Rank II and Planned 6th Year/Rank I programs, at least half the minimum hours be taken in residence at WKU.

3. Detailed program description:

Current policy	Proposed policy
<p>(Graduate Catalog, p. 24): General Guidelines for Planned Fifth-Year/Rank II programs include: “At least 18 of the required hours must be completed at Western Kentucky University.”</p> <p>(Graduate Catalog, pp 24-25): General Guidelines for Planned Sixth-Year/Rank I programs include: “At least 15 of the required hours must be completed at Western Kentucky University. With the approval of the advisor and the certification officer, the remaining hours may be taken at other institutions, provided that the grades earned are ‘B’ or higher and other transfer regulations are met.”</p> <p>No residency requirement policy exists for endorsement programs.</p>	<p>In order to be recommended for certification and/or rank change after completing a non-degree certification-only program, students must complete at least one-half of the minimum program hours in residence at Western Kentucky University. Exceptions may be permitted in the case of programs for which contractual arrangements have been made with other institutions for the delivery of course work. With the approval of the advisor and the certification officer, the remaining hours may be taken at other institutions, provided that the grades earned are “B” or higher and other transfer regulations are met. This requirement applies to all Planned Fifth-Year/Rank II programs, all Planned Sixth-Year Rank I programs, and all endorsement/certification-only programs.</p>

4. Rationale for the proposed program change: The proposed policy statement is intended to provide clarity regarding residency requirements for students in non-degree certification-only programs. As students have become more mobile, taking course work from multiple institutions, it has become apparent that a clear statement of policy is needed to ensure that those whom WKU recommends to the Education Professional Standards Board for rank changes and for various endorsements and certifications have taken at least a minimum number of hours in residence. State regulations require that half of the program hours in Planned Fifth-Year/Planned Sixth Year programs be taken in residence at the institution that recommends the rank change; the proposed policy will extend this requirement to endorsement/certification-only programs.

5. Proposed term for implementation: The proposed policy will be effective upon approval by the Professional Education Council.

6. Dates of prior committee approvals:

School of Teacher Education	<u>05/12/10</u>
Department of Counseling and Student Affairs	<u>05/12/10</u>
Department of Educational Administration, Leadership, and Research	<u>05/11/10</u>
CEBS Curriculum Committee	_____
Professional Education Council	_____
Graduate Council (for information)	_____
University Senate (for information)	_____

College of Education and Behavioral Sciences
Proposal to Create a Certification Policy
(Action Item)

Contact Person: Retta E. Poe, retta.poe@wku.edu, 745-4662

1. Identification of proposed policy: Policy on Recommending Teacher Certification based on Proficiency Evaluation

2. Statement of proposed policy:

Consistent with 16 KAR 5:030 on Proficiency Evaluation, Western Kentucky University “may evaluate and accept competency for teacher certification purposes for any of the specific curriculum requirements when the teacher candidate can demonstrate proficiency by reason of previous education, unusual experience, or proficiency evaluation at a level comparable to the usual requirements in that curriculum area.”

An applicant who wishes to be recommended for teacher certification on the basis of proficiency evaluation must document the following qualifications:

- A baccalaureate degree from an accredited institution;
- A minimum overall GPA of 2.5, or a minimum GPA of 3.0 in the last 60 hours of attempted course work;
- A major in the content area in which certification is being sought, or the equivalent of a major, as determined by faculty in the content area;
- A minimum GPA of 2.75 in the major;
- Passing score(s) on required PRAXIS II examination(s) for the desired certification area, and a passing score on the Principles of Learning and Teaching (PLT) examination;
- Work experience in an educational setting; and
- Satisfaction of all requirements (e.g., physical exam, TB test, Kentucky criminal background check, qualifying standardized test scores, etc.) for admission to professional education.

The faculty of the School of Teacher Education provide oversight for the Proficiency Evaluation process. An applicant must submit a personal statement; transcripts from all undergraduate and graduate work; letters of recommendation from at least three persons qualified to evaluate the applicant’s performance or potential as a teacher; documentation of qualifying PRAXIS II score(s) and PLT score; other required teacher admission materials; and a resume or curriculum vitae to provide details of work experience related to the desired certification area.

Once the applicant has qualified to participate in the Proficiency Evaluation process, the Director of the School of Teacher Education will designate a faculty member to serve as a mentor to the applicant. The mentor will meet with the applicant to provide advice regarding the preparation and submission of a portfolio to document that the applicant has met all Kentucky Teacher Standards and, if applicable, the standards of the relevant learned society. The portfolio may be multi-media. If the applicant is seeking certification in a content area (e.g., Biology, Music), the faculty in that area must review the portfolio and offer a favorable recommendation before the portfolio is reviewed by faculty in the School of Teacher Education.

The portfolio will be reviewed by a committee appointed by the Director of the School of

Teacher Education. The committee will include at least three persons, including two faculty members in the STE and a faculty member in the content area. If available, a practitioner from the desired certification area will also serve on the review committee.

The portfolio review committee may request that the applicant meet with the committee. The committee may also recommend, following its review, that the applicant take specific courses and/or seek specific experiences to remedy deficiencies identified in the portfolio review process.

If the committee judges that the applicant has provided satisfactory evidence that he or she has met the Kentucky Teacher Standards, the committee will issue a favorable recommendation to the Director of the School of Teacher Education, who must also endorse the recommendation. The Director will then submit a recommendation to the Office of Teacher Services that the applicant be admitted to professional education and that the applicant be recommended for certification. These recommendations must be approved by the Professional Education Council.

3. Rationale for proposed policy:

Although state regulations allow for state-accredited teacher education institutions to recommend candidates for certification based on proficiency evaluations, WKU has no formal policy in place to guide the application process. The proposed policy will serve to clarify for applicants and for faculty what qualifications applicants must have and what steps they must follow in order to be recommended for teacher certification.

4. Impact of proposed policy on existing academic or non-academic policies:

No impact on other policies is anticipated.

5. Proposed date of implementation: The proposed policy will become effective upon approval by the Professional Education Council.

6. Dates of approval:

School of Teacher Education 5/12/10

CEBS Curriculum Committee _____

Professional Education Council _____

MEMO TO: CEBS Curriculum Committee

FROM: Retta Poe

DATE: 06/03/10

SUBJECT: Report from the Alternate Admission Subcommittee

Members of the Alternate Admission Subcommittee of the CEBS Curriculum Committee recently conducted individual reviews of J.O.'s application for alternate admission to the MA Psychology program. Committee members unanimously recommended that J.O. be admitted unconditionally.

Subcommittee members reviewed the application using the *Checklist for Alternate Admissions Subcommittee*, which was developed based on the college's policy for alternate admission applications. I have returned the alternate admission application to Graduate Studies with the recommendation that J.O. be admitted.