

CEBS CURRICULUM COMMITTEE

3:00 pm – October 7, 2008

Dean's Conference Room

- I. Approval of Minutes of the September 2, 2008 CEBS Curriculum Committee
(Found on the CEBS Home Page-click on faculty and staff then meeting minutes and agendas.)
- II. Old Business
 - A. Proposal to Create a Certification Policy – Policy on Expiration of Graduate Courses and Programs Leading to Professional Education Certification
- III. New Business
- IV. Other Business
 - A. Report from Alternate Admissions Subcommittee
 - B. Exception to Alternate Admission Process Memo
 - C. For Information—SMED Course Level Change - handout

**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 Expiration of Graduate Courses and Programs Leading to Professional Education Certification

2. Statement of proposed policy:

For graduate certification-only programs, endorsement programs, Planned Fifth-Year (Rank II) programs, and Planned Sixth-Year (Rank I) programs:

Course work for programs leading to certification in professional education must be aligned with current standards. Some older courses are not aligned with current standards, and thus it may not be appropriate to count them in a student’s program. Generally speaking, courses used to satisfy program requirements in programs leading to professional education certification should be no more than 10 years old at the time that the certification program is written. Decisions about whether older courses may be used will be made on a case-by-case basis by the department head of the student’s major. Students may be required to demonstrate proficiency related to current course content if they wish to satisfy program requirements using courses taken more than 10 years prior to when the program is written. All requirements for graduate certification-only, endorsement, Planned Fifth-Year, and Planned Sixth-Year programs must be completed within ten years from the date when the program was written. Students may request an extension, which must be approved by the Dean of the College of Education and Behavioral Sciences on recommendation of the department head.

If the Commonwealth of Kentucky makes changes in certification requirements, students seeking certification may be required to modify their programs of study to meet the new requirements.

3. Rationale for proposed policy: Although the graduate catalog includes a policy statement regarding the time limitation for completion of degrees, no formal policy exists regarding expiration of courses and (non-degree) programs leading to professional education certification. Such a policy is needed to provide guidance both to advisors and to students who wish to complete programs after a long interruption. The goal of the policy is to help assure that students recommended for certification in professional education have knowledge and skills that meet current standards.

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 policy will be implemented immediately. Informally the policy has provided guidance for certification recommendations for at least the past 10 years; approval of the policy will assure more consistency in its application.

6. Dates of approval:

CEBS Curriculum Committee _____

Professional Education Council _____

Undergraduate Curriculum Committee _____

Graduate Council _____

University Senate _____

MEMO TO: CEBS Curriculum Committee

FROM: Retta Poe

DATE: 09/16/08

SUBJECT: Report from the Alternate Admission Subcommittee

Members of the Alternate Admission Subcommittee of the CEBS Curriculum Committee were requested to individually review two applications for alternate admission to the MAE program in Exceptional Education, one application for alternate admission to the MAE program in Middle Grades Education, and one application for alternate admission to the MAE program in Instructional Leader – School Principal. Four of five members of the subcommittee participated in reviewing three of the applications, and all subcommittee members reviewed the fourth application. Subcommittee members returned their recommendations to me by 9/09/08.

Subcommittee members reviewed the applications using the *Checklist for Alternate Admissions Subcommittee*, which was developed based on the college=s policy for alternate admission applications. The subcommittee recommended that A.B. and M.T. be unconditionally admitted to the MAE program in Exceptional Education, that T.M. be unconditionally admitted to the MAE program in Middle Grades Education, and that M. P. be unconditionally admitted to the MAE program in Instructional Leader – School Principal. I have returned the alternate admission applications to Graduate Studies with these recommendations.

MEMO TO: CEBS Curriculum Committee

FROM: Retta Poe

DATE: 09/16/08

SUBJECT: Exception to Alternate Admission Process

Consistent with an exception to the College's Alternate Admission Policy that was approved by the CEBS Curriculum Committee on 11/07/06, I have approved an alternate admission application for the MAE: Instructional Leader – School Principal from an applicant recommended through the Administrative Leadership Institute (ALI) process. The approved exception is as follows: “The Alternate Admission process (i.e., submission of an Alternate Admission portfolio and screening by the Alternate Admission Committee) will be waived in instances where an ALI cohort member who has been recommended by the program faculty has not achieved the necessary GAP score or GRE Analytical Writing score for graduate students in the Department of Educational Administration, Leadership, and Research.”

Accordingly, I have recommended M.M., an ALI cohort member, for admission to the MAE: Instructional Leader – School Principal program and have forwarded that recommendation to Graduate Studies.