

**Proposal for Education Certification Post-Baccalaureate Candidates
Moved to Content Area Department**

Approved by BSED Committee 4/29/11

Approved by PEC 5/4/11

Proposal to move Education Certification Post-Baccalaureate candidates to the Content Area Departments for advising would ensure that these students are supported in the program area on par with traditional BSED/BME teacher candidates. Further it would ensure they have exposure to and access to the master level options in their field of study. Advisor assignments for these students would follow current department advising protocols and adhere to the established Secondary Education Advising Protocols where applicable (see attached).

This would also ensure transparency across offices (Content Department and Certification Office). The Certification Office would provide the initial Transcript Analysis to the Content Area Department. The Post-Baccalaureate student will become an official student in the Content Area Department and receiving advising from that point forward through their regular advising process.

This proposal developed from meetings held with Admissions, COE, and PEC Executive Committee during Fall 2010. It was then brought forward for discussion at the BSED Committee March 2011 meeting. The provost requested further information related to Post-Baccalaureate Candidates options for graduate studies. Below is a sample chart to indicate the related graduate program post-baccalaureate students by Content Area. They are eligible to apply for any MA or MS programs while completing their Education Certification program. They are eligible to apply for the MSED programs upon completion of their Education Certification program. It may be possible for them to also apply for the Accelerated MSED while completing their Education Certification program.

Agri cultural	MSED
Art	MSED
Business	MBA or MSED
English (includes TESOL)	Certificate, MA, or MSED
Family & Consumer Science	MSED
Math	MS or MSED*
Modern Classical Languages	
Music	MM or MSED
Physical Education (includes Health & Driver's Ed)	MS or MSED
Science	MS or MSED (subject specific)*
Social Studies (History)	Certificate, MA, or MSED*
Speech & Theatre	MA or MSED

*Indicates an Accelerated Masters is also available.

ORIGINAL DOCUMENTATION REGARDING THIS POLICY

Meeting to Discuss Post Bac Teacher Certification Advisement By Content Area Advisors

12/15/2010

Individuals Present: Steve Willis, PEC Chair
Dennis Kear, Dean – COE
Scott Fiedler, Director of Student Services – Certification Officer
Denise Fredrick, Director of Secondary Education
Don Simpson, Assoc. VP for Enrollment Management
John Catau, Assoc. Provost – Undergraduate Education
Andy Wright, Director of Admissions

This meeting was initiated by Steve Willis, PEC chair at the request of the Secondary Education programs and the BSED – Secondary Committee.

The purpose of this meeting was to discuss the possibility of secondary education content advisors serving as the advisor to post bac, non-degree seeking certification students and to explore the resources that would be available to those advisors.

Individualized Program of Study (IPS) vs. Degree Audit:

It was discussed that degree audits currently are not available for either graduate students or post bac, non-degree seeking certification students. While there is currently discussion regarding the implementation of degree audits for the Graduate College, this would require an upgrade of the degree audit system. An official request for a post bac degree audit system can be submitted, but it may not be completed any time soon. Therefore, it was decided it would be best to continue working with our current IPS but to make it more accessible to faculty advisors in departments.

Access to transcripts for post bac, teacher certification students:

Since the Admissions Office does not complete a transfer evaluation for any post bac, non-degree seeking students, and the Teacher Certification Office (TCO) staff only evaluate courses needed for certification, there is no transfer evaluation available in Banner for these students. Therefore, Steve Willis asked that faculty advisors who work with post bac certification students be granted access to transcripts in the BDMS system. The group agreed that this would be possible. If the process listed below is approved, a list of those who need access to the admission folder in BDMS will be sent to the admissions office and access will be granted. Those who are granted access will need to go through training before accessing the system.

Who does the transcript evaluation –what’s the process:

The group discussed who should do the actual transcript evaluation. It was decided that some program faculty may want to participate in the process, but would not want to be completely responsible for transcript analysis for post bac, teacher certification students. Therefore, a process will be developed (see below) for the faculty to be involved in the transcript analysis completed by staff in the TCO.

Process to complete a transcript analysis:

The following process was developed to complete a transcript analysis and develop an IPS for post bac, non-degree seeking certification students:

- The TCO will continue to accept post bac applications, admit students to MSU and collect all transcripts from other Colleges and Universities attended. These transcripts will be uploaded into the Admissions folder in BDMS.
- The Academic Advisor/Recruiters in the TCO will continue to complete the transcript analysis and develop the IPS. Once completed, that document will be emailed to a designated faculty member (department head or program coordinator) in the department of the student’s certification (9-12 and K-12 programs only). That individual will have a designated amount of time (suggested 5 working days) to review the IPS, view the online transcripts and contact the Advisor/Recruiter who did the analysis with any questions. If there is no response within the designated time frame, the IPS will be sent to the student without departmental review.
- Once the student receives the IPS, a re-evaluation can be requested by the student if he/she feels credit should have been granted for a course. Those requests will go directly to the program coordinator or department head. Any changes to the evaluation would then be communicated to the TCO via email and the IPS will be updated to reflect those changes.
- The Academic Advisor/Recruiters in the TCO will continue to meet with prospective post bac students to discuss certification options. An unofficial analysis may be completed at that time, especially during the two weeks prior to the beginning of a new semester. The process listed above will then be followed to complete the official analysis. Academic Advisor/Recruiters will also meet with each new post bac student to review the IPS and to provide a brief orientation to Missouri State University and our teacher certification program. At that point, the student may be assigned to a faculty advisor in the academic department. That advisor will work with the student through their certification program.
- Questions regarding certification options, Provisional Certificates, Teacher’s Aide Rule Credit, etc. should still be directed to the TCO.

Transition Process:

This draft process will be brought to the BSED committee for discussion and review. If approved, it would then go to the PEC for final approval. Once approved, each individual department can indicate their level of involvement in the process. Specifically, they need to indicate how much involvement they want in the transcript analysis process and in the advising process. Some departments may choose to review the transcript analysis but allow the TCO staff to continue advising their students. Other departments may want to be completely involved in both processes.

A list of representatives from each department will be generated, and should include the Department Head and at least one other faculty member – preferably the BSED program coordinator in that department. Those individuals will then complete a brief training session on post bac transcript analysis and advisement prior to being assigned as an advisor to any post bac certification students. The TCO will maintain a list describing the level of participation in each department and who has completed training.

Over-rides for post bac students:

Because post bac, teacher certification students do not physically transfer their prior coursework to Missouri State, they often do not show in Banner that they meet prerequisites to courses they need for certification. However, they often do meet the prerequisite. Currently, the TCO has permission from the Provost Office (Dr. Catau, fall 2009) to grant prerequisite waivers for post bac students in all departments. Over the past 2 years, some individual agreements regarding this process have been developed (mathematics courses) and are documented.

This is an issue that may need further discussion. If program faculty in the department are advising post bac students, it would make sense that they would also grant any needed prerequisite waivers. However, most faculty do not have access to Internet Native Banner (INB) and do not have the authority to grant prerequisite waivers for any course other than the ones they teach. Academic Departments currently do not have the information they need to grant these prerequisite waivers, since the IPS and transcripts have been housed in the TCO. Therefore, students still may need to contact the TCO staff for needed prerequisite waivers, even if advised by departmental faculty. It is important that we not require student to gather information from several locations and wander all over campus trying to get registered. The TCO will continue to provide administrative support to students needing to register, regardless of certification area. For this reason, it will be extremely important that all faculty advisors working with post bac students maintain accurate and complete advising notes in Banner.

Next Steps:

Steve Willis will bring this document (or excerpts from it) to the BSED –Secondary committee for review and discussion.

Possible Implementation Date: Fall 2011.