



8060 165th Avenue N.E. Suite 100, Redmond, WA 98052

* NWCCU Minor Substantive Change

* Minor Change: Categories

* Minor Change: Proposal

* Minor Change: Budget Information

Please review the NWCCU Substantive Change Policy for detailed information regarding all requests for substantive change.

NWCCU will confirm the category of your change before processing. Then, NWCCU will invoice your institution with the appropriate **MINOR** substantive change fee. Please do not send payment without an invoice number. A review of each request begins once payment is received.

If you experience difficulties using this form, please contact NWCCU change@nwccu.org

Expedite? (Offered at the discretion of the NWCCU President. Additional fees apply) *

- No, please do not process this as an expedited request.
- Yes, please process this as an expedited request.

Date of request *

02/23/2018



Name of College or University *

Eastern Washington Univer

526 5th Street

Street Address

Cheney

City

WA

State / Province

99004

Postal / Zip Code

United States

Country

President/CEO *

Mary Cullinan

Accreditation Liaison Officer (ALO) *

Jill Kern

ALO e-mail address *

jkern8@ewu.edu

ALO phone number *

509 - 359-4217

Area Code

Phone Number

Proposed program change: Select all that apply *

- Certificate (30 semester or 45 quarter credits)
- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)
- Bachelor of Applied Science (BAS)
- Minor, Concentration, Emphasis, Option, Track (30 semester or 45 quarter credits)
- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Master of Science (MS)
- Master of Arts (MA)
- Doctor of Philosophy (PhD)

Master of Education (I)


Proposed Change: Description of the change --for changes to programs, list the full program title. *

The Department of Educatio

Proposed implementation date *

07/02/2018 

Semester/Quarter *

Quarter 

Enter the number of total credits to program completion or N/A *

49


Date of review by appropriate academic policy body (if applicable)



Upload documents providing evidence of review and approval by academic policy body
 No file chosen

[CourseLeaf Approval Path \(MEd Online\).pn...](#)
Date of Institutional Governing Board approval (if applicable)
 

If applicable, upload documents with evidence of the date of the formal approval by the institutional governing board

Date of System Governing Board approval (if applicable)
 

If applicable, upload documents with evidence of the date of the formal approval by the appropriate system governing board

Minor Change: Categories

Select the category/categories from the list below (all that apply)

Addition or change of degree or certificate and related to existing offerings

More than 30 (semester) or 45 (quarter) credits in length

Addition to existing offerings (e.g. Minor, Concentration, Emphasis, Option, Track)

More than 30 (semester) or 45 (quarter) credits in length

Addition of an instructional site or location in geographic proximity to the institution's main campus (within 20 miles)

New site within 20 miles of the main campus

Instructional site information

Site name, if applicable

506 W 5th Street

Street Address

Cheney

City

WA

State

99004

Zip Code

United States

Country

Method of instructional delivery for degree or certificate programs more than 30 (semester) or 45 (quarter) credits in length. Choose the method of instructional delivery - Check all that apply *

- Face to face
- Distance delivery of more than 50% of program requirements
- Distance delivery of less than 50% of program requirements
- Competency-based education with more than 50% of program requirements
- Competency-based education with less than 50% of program requirements

Placement of program in Moratorium/Suspension/Termination/Deactivation/Discontinuance (requires a teach-out plan to address Standard 2.D.4)

- Undergraduate or graduate certificate or degree program more than 30 (semester) or 45 (quarter) credits

Choose from the following: Moratorium/Suspension/Termination/Deactivation/Discontinuance

NWCCU Standard 2.D.4 and Policy--Teach-Out Plans and Teach-Out Agreements requires member institutions to create/submit a plan for review

Last date of student admission to the program



Last date of full program teach out



[Click here to download the NWCCU Teach-Out Template.](#) Complete the template, save the template, upload the completed template.

Upload the completed NWCCU Teach-Out Template

Upload a File

Minor Change: Proposal

a. Write a clear statement of the nature and purposes of the change in the context of institutional mission and core themes. *

As a regional comprehensive university, the mission of EWU is to provide service to the eastern portion of Washington State, especially in remote areas. The addition of an online track to the MEd will allow practicing elementary and secondary teachers in these areas to complete graduate coursework without having to travel to either the Cheney or Spokane campuses of EWU.

b. Describe the process for formal approval by the governing board and the appropriate governmental agency (if applicable) to offer the proposed existing and/or new program(s). (If not applicable, identify the level where these changes are approved. Describe the approval process, at your institution, where these changes are approved) *

The program proposal for the MEd online was reviewed and approved at all levels required per EWU policy: Chair (12.21.17), Course and Program Approval Committee (01.10.18), Graduate Affairs Council (01.11.18), Dean (01.11.18), and provost (01.16.18).

EWU uses a password-protected software system, CourseLeaf, to track the approval process for its new programs. CourseLeaf generates a document that serves as the university's official record of the approvals and their dates. A photo of the approval path (a .png document) has been uploaded as evidence of EWU's review and approval process for the proposed MEd program.

c.1 Provide a brief description of the educational offering(s) Include a list of required program courses in the program sequence. *

All candidates for the MEd with concentrations in Curriculum and Instruction, Early Childhood Education, Educational Foundations, Educational Leadership, or Literacy must successfully complete a core of 25 graduate credits. This core comprises the following: EDUC 505: Current Issues in Education; EDUC 507: Philosophy and Organization of the American School; EDUC 520: Methods of Educational Research; EDUC 522: Transformation of Learning and Teaching; EDUC 602: Portfolio and Comprehensive Examination; and EDUC 695: Internship.

In addition, each concentration has specialized courses to round out the 49 credits required for the MEd:

Adult Education: COIN 571: Survey of Post-Secondary Education; COIN 572: Strategies for Teaching Adults; COIN 581: Workshop in College Teaching; EDUC 502: History of American Education; EDUC 506: Educational Sociology; EDUC 538: Media Literacy for Teachers

Curriculum and Instruction: EDUC 531: Elementary School Curriculum; EDUC 532: Secondary School Curriculum; EDUC 533: Instructional Systems Development; EDUC 538: Media Literacy for Teachers; EDUC 544: Advanced Reading Methods Across the Curriculum; EDUC 551: Supervision of Instruction

Early Childhood Education: EDUC 581: The Science of Early Childhood Development: Risk and Resilience; EDUC 582: Curriculum and Practice in Early Childhood Education; EDUC 583: The Intentional Teacher; EDUC 584: Positive Learning Environments for Young Children; EDUC 585: Family Engagement, Systems, and Theory; EDUC 586: Early Childhood Leadership, Policy, and Practice

Educational Foundations: COIN 571: Survey of Post-Secondary Education; EDUC 502: History of American Education; EDUC 503: Contemporary Education in Other Societies; EDUC 506: Educational Sociology; EDUC 530: Foundations of Educational Communication and Information Technology; EDUC 538: Media Literacy for Teachers

Educational Leadership: EDUC 531: Elementary School Curriculum OR EDUC 532: Secondary School Curriculum; EDUC 551: Supervision of Instruction; EDUC 564: School Law; EDUC 565: Leadership for Today's Schools; EDUC 566: Leadership in School-Community Relations; EDUC 567: School Administration

Literacy: EDUC 542: Literature Study in the Elementary and Middle School; EDUC 544: Advanced Reading Methods Across the Curriculum; EDUC 560: Reading Inquiry; EDUC 576: Advanced Literacy Methods; EDUC 590: Critical and Social Literacies; EDUC 591: Instructional Foundations and Interventions for Literacy Difficulties

c.2 Provide a brief description regarding the method of instructional delivery (i.e. percent of face-to-face, hybrid, distance education, and/or competency-based delivery). *

All instruction for the proposed program will be delivered online.

c.3 Provide a list and description of expected student learning outcomes. *

The MEd program has four student learning outcomes, aligned with the department's conceptual framework. They are as follows:

- Students will demonstrate effective practice in the implementation of learning activities which include: knowledge of content area; problem solving; use of technology; opportunity for student choice; motivation; collaboration and respect for diversity in a student-centered learning environment.
- Students will demonstrate professional leadership in the field.
- Students will design and implement curriculum based on standards, knowledge, skills, and professional dispositions from the Department of Education, State of Washington Professional Education Standards Board (PESB) standards and certification requirements, and other applicable standards.
- Students will demonstrate excellent communication skills necessary to communicate effectively with all constituencies, including students, colleagues, parents, and community.

c.4 Provide a description and the plan for assessing student learning outcomes. *

Student learning will be assessed through the use of key assignments in each of the courses required for the MEd. These assignments will be assessed through the use of rubrics that offer feedback to students on their scholarly writing, projects, and presentations.

c.5 Describe the full process used at your institution for review and/or approval by the appropriate academic policy body of the institution. *

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d. Describe plans and include descriptions that provide evidence of

1. the need for the change;
2. the student population to be served;
3. procedures used in arriving at the decision to change;
4. organizational arrangements required within the institution to accommodate the change; and
5. the timetable, with dates, for implementation steps

*

5. The timetable, with dates, for implementation steps: Currently, the first MEd online courses are scheduled to roll out in July of 2018. During the academic year, there will be two starts (consisting of six weeks of instruction) during each of the three quarters. There will be an additional start during summer session for a total of seven starts each calendar year.

e. Describe the capacity of student support services to accommodate the change. Include a description of admissions, financial aid, advising, library, tutoring, and other support resources specific to this request. *

Academic Partnerships is working closely with EWU's student support services to ensure that each is prepared to assist our online graduate students. Academic Partnerships has indicated that all support resources will be ready for the July 2018 roll out.

e. Describe the implications of the change for services to the rest of the student body. *

There are no implications for the rest of the student body.

f. Outline the provision/s made for physical facilities and equipment to accommodate the change. *

No impact on physical facilities and equipment is anticipated.

g. Describe the adequacy and availability of library and information resources. *

EWU provides sufficient online library and information resources to support this program.

h. List the educational and professional qualifications of the faculty relative to their individual teaching assignments. *

Existing EWU Education Department graduate faculty will be assigned to teach in the online program. The graduate faculty in the Department of Education all hold an earned doctorate in education and have experience teaching at the P-12 level as well as in post-secondary education. They have all published in refereed academic journals and presented at conferences. In addition, many of them consult with school districts across the state and the nation.

h. List the anticipated sources or plans to secure qualified faculty and staff. *

Academic Partnerships has indicated it will provide the Department of Education with a list of qualified faculty to teach online courses if enrollment exceeds current faculty resources.

If needed, click here to upload additional support documents. There is no limit to the number or size of file/s. Upload each document by clicking UPLOAD A FILE. Repeat this action to upload multiple files.

Upload file/s

[CourseLeaf Approval Path \(MEd Online\).png](#)

Minor Change: Budget Information

i. If applicable, please complete and upload a budget which includes the following information:

- at the institutional level, revenue and expenses one year prior to the change
- at the program or department level, projections (revenue and expenditures) for each of the first three years of operation
- revenue and expenditures specific to the change itself
- institutional financial support to be reallocated to accommodate the change
- budgetary and financial implications of the change for the entire institution

Optional: Click [HERE](#) to download the NWCCU Budget Worksheet.

Upload your budget document or the NWCCU Budget Worksheet with the completed budget

Upload a File

[Budget Worksheet - MEEd.xlsx](#)

Signature *

A rectangular box containing a handwritten signature in black ink. The signature appears to be "Jue Kern" written in a cursive style. Below the signature is a horizontal line.

[Clear](#)

Review your answers by clicking the "**Preview Answers**" button.

You'll have an opportunity to review and print before submitting.