

*GUIDELINES
FOR THE LOUISIANA COMMUNITY
COLLEGE CAMPUS
DESIGN OF ASSOCIATE OF SCIENCE IN
TEACHING DEGREES*

Developed by:

*Louisiana Board of Regents,
Louisiana Community and Technical College System,
Board of Elementary and Secondary Education,
Louisiana Department of Education, &
Districts*

March 22, 2005

TABLE OF CONTENTS

SECTION I: GENERAL INFORMATION	2	
I. Overview of the Review Process	2	
II. Format for Submission	3	
A. General Instructions	3	
B. Submission of Proposal	3	
III. Timelines for Review Process	4	
SECTION II: PROGRAM SECTION	5	
I. Associate Degree Programs Cover Page	5	
II. Table of Contents	5	5
III. Forms	5	
IV. Overview of the Programs	5	5
V. Description of Field Sites	8	
 FORMS		
Form 1: Associate Degree Programs Cover Page	9	
Form 2: Grades PK-3 Curriculum	10	
Form 3: Grades 1-5 Curriculum	11	
Form 4: Grades 4-8 Curriculum	12	
Form 5: Grades 6-12 Curriculum	13	
Form 6: Course Sequence	14	
 APPENDIX		
A. Louisiana Community and Technical College System – Basic Requirements for the Associate of Science Degree Programs in Teaching	15	

SECTION 1: GENERAL INFORMATION

I. OVERVIEW OF THE REVIEW PROCESS

All community colleges, four year institutions, and districts are invited by the Board of Regents (BoR), Louisiana Community and Technical College System (LCTCS), and Board of Elementary and Secondary Education (BESE) to form partnerships to design Associate of Science in Teaching Degree Programs for paraprofessionals and other educators interested in the field of teaching.

All candidates who pursue Associate of Science in Teaching Degrees will develop essential content knowledge in English, Mathematics, Science, Social Studies, and the Arts to effectively teach children information contained within Louisiana's K-12 content standards. In addition, candidates will take 6 credit hours of education courses that introduce them to the needs of PK-12 students in classrooms. Community colleges and four year institutions will work together to enable candidates to transfer community college credit hours to four year institutions and apply courses to baccalaureate degrees in teacher education.

All Associate of Science in Teaching Degree Programs must address Louisiana's K-12 content standards, Louisiana's teacher standards (e.g., Louisiana Components of Effective Teaching), National Council for Accreditation of Teacher Education (NCATE) standards, and expectations for teacher certification examinations (PRAXIS). In addition, the programs must address the Basic Requirements for Associate of Science Degree Programs in Teaching (Appendix A) developed by the Louisiana Community and Technical College System. Faculty teaching general education and teacher preparation courses are expected to closely examine these standards/expectations and identify how the standards/expectations are being addressed within the program.

Once new degree programs have been designed, national consultants will carefully evaluate all programs to ensure that they meet standards for quality. The review process will support state efforts to recruit and prepare highly qualified educators who effectively address the needs of students in PK-12 schools. Across all courses, the evaluators will look for research-based practices that have strong quantitative and qualitative support. The goal of the external evaluators will be to support the efforts of the Board of Regents (BoR), Louisiana Community and Technical College System, and Board of Elementary and Secondary Education (BESE) to increase the availability of well-prepared and effective educators for the PK-16+ system of education that Louisiana is developing. These coordinated efforts are ultimately designed to improve the achievement of PK-12 students in all schools.

The external evaluators will review newly designed associate degree program proposals, interview college/district teams, and provide feedback to colleges regarding the proposals. If standards of quality are not fully addressed, the external evaluators will identify stipulations. Campuses will be required to submit rejoinders to their system board which address all stipulations. Once all stipulations have been addressed, the system board will recommend to the Board of Regents that the programs be approved. Final approval of the programs will be attained from the Board of Regents and Board of Elementary and Secondary Education.

II. **FORMAT FOR SUBMISSION**

A. **General Instructions**

1. All documents should be organized in the following order.

- (1) Cover Page
- (2) Table of Contents
- (3) Forms
- (4) Identification of Associate Degree Programs
- (5) Program Description
- (6) Description of Field Sites

2. All sections of the document must be single-spaced, 12-point type, double spaced between paragraphs, one-inch margins, and duplicated on plain, 8 ½ " x 11" white paper.

3. Copies must be fastened **securely** and in a manner that makes them easily stackable with other proposals. Although every effort to ensure that documents are handled with care, Board of Regents may not be held liable for any reviewer misunderstandings that occur as a result of pages that are missing and/or in incorrect order because of improper or inadequate fastening.

4. All pages must be numbered.

B. **Submission of Proposal**

Six (6) copies of all documents being submitted for review, one of which has original signatures, should be submitted to:

Teacher Education Initiatives

Redesigned Programs
Board of Regents
P.O. Box 3677
Baton Rouge, LA 70801-1389

Documents must be in the Board of Regents Offices by 4:30 P.M, June 17, 2005 or 4:30 P.M., September 18, 2005.

Please contact Dr. Jeanne M. Burns at jeanne.burns@la.gov if you have questions.

III. TIMELINES FOR REVIEW PROCESS

Timelines for the review process are provided below:

EVALUATION CYCLE 1: SUBMISSION OF PROGRAMS

Dates	Activities
May 15, 2005	Submission of Program Section(s) by colleges to the Louisiana Community and Technical College Board.
May 2005	External evaluators' interviews with college/district teams and system representative(s).
June 2005	Submission of external evaluators' recommendations to system boards, public institutions, and private institutions.
June 2005 to Future	Approval of programs and/or rejoinders by system boards or private universities and submission of program recommendations to Board of Regents.
June 2005 to Future	Review of program recommendations and rejoinders from system board or private universities and final approval by Board of Regents and Board of Elementary and Secondary Education.
July 1, 2005 to Future	Implementation of new programs.

EVALUATION CYCLE 2: SUBMISSION OF PROGRAMS

Dates	Activities
September 16, 2005	Submission of Program Section(s) by colleges to the Louisiana Community and Technical College Board.
October 2005	External evaluators' interviews with college/district teams and system representative(s).
November 2005	Submission of external evaluators' recommendations to system board, public institutions, and private institutions.
December 2005 to Future	Approval of redesigned programs and/or rejoinders by system board or private universities and submission of program recommendations to Board of Regents.
December 2005 to Future	Review of program recommendations and rejoinders from system board or private universities and final approval by Board of Regents and Board of Elementary and Secondary Education.
December 2005 to Future	Implementation of new programs.

SECTION 2: PROGRAM SECTION

The following should be addressed when preparing the Program Section.

I. ASSOCIATE DEGREE PROGRAMS COVER PAGE (See Form 1)

II. TABLE OF CONTENTS

III. FORMS

1. Associate Degree Curriculum

Use Forms 2, 3, 4, and/or 5 to list the courses that will be recommended to candidates to meet degree requirements. *Please prepare a separate form for each type of certification.* All required courses should be listed. If candidates are allowed to select electives, identify the number of elective hours and areas in which candidates may select electives.

2. Associate Degree Course Sequence

Use Form 6 to list the sequence of courses that will be recommended to candidates to complete each semester for their degrees. *Please prepare a separate form for each type of degree.* All required courses should be listed. If candidates are allowed to select electives, identify the number of elective hours and areas in which candidates may select electives.

IV. OVERVIEW OF THE PROGRAMS

A. Identification of Associate Degree Programs

Prepare a chart that identifies all degree programs being proposed by the institution to prepare individuals for work in PK-12 schools.

Example:

<i>Program Name</i>	<i>Award Level</i>	<i>Number of Hours</i>
e.g., Associate of Science in Teaching Degree - Grades PK-3	Associate	60
e.g., Associate of Science in Teaching Degree - Grades 1-5	Associate	60
e.g., Associate of Science in Teaching Degree - Mathematics Education – Grades 6-12	Associate	60

B. Program Description

The associate degree programs should address requirements for highly qualified paraprofessionals identified by the Board of Elementary and Secondary Education; the associate degree curriculum identified by the Louisiana Community and Technical College System; the K-12 Louisiana content standards; the education course descriptions identified by the Louisiana Community and Technical College System; the Progression of Site-Based Performance Activities for Associate Degrees identified by the Louisiana Community and Technical College System; and the attributes within the Components of Effective Teaching Matrix identified by the Louisiana Community and Technical College System. In addition, they should address NCATE standards, met PRAXIS assessment expectations, and be aligned with the undergraduate certification structure approved by the Board of Elementary and Secondary Education.

When preparing the written proposals, please use the above information when addressing each of the following:

1. Structure of Programs (1 Page Limit)

Provide a brief but thorough overview of the program(s). Provide sufficient information to enable the evaluators to understand who will be participating in the program(s) and how they will progress through the program. In addition, clearly identify where this program will be placed within the organizational structure of the college and who will be directly responsible for the administration of the program.

2. College, University, and District Collaboration (2 Page Limit)

Discuss the process that was used to create the Design Team to develop the associate degree program(s). Identify the diverse membership of the Design Team (e.g., education, arts/science/humanities, etc. faculty, administrators, district personnel, school personnel, parents, etc.) and the process that was used for members to provide input as the program was designed. Discuss how the Design Team has worked with partner four year institutions to integrate NCATE 2000 standards, PRAXIS examination expectations, and Louisiana's standards for teachers (Louisiana Components of Effective Teaching) into the programs.

Discuss collaborative agreements that have been created to allow candidates to engage in problem-based learning experiences and be mentored/supervised by highly effective teachers within partner schools/districts. Discuss the process that will be used by the college, four year institutions, and districts as collaboration occurs to improve the associate degree programs once implemented.

3. Alignment of State and National K-12 Content Standards to Arts/Science Courses (2 Page Limit)

Identify collaboration that has occurred between education and arts/science as they have met to align the General Education courses and other courses with Louisiana's K-12 content standards, national content standards, NCATE 2000 standards, and PRAXIS examination expectations.

4. Recruitment and Selection

Address each of the following areas to describe efforts to recruit and select candidates for the associate degree program(s).

a. Recruitment (1 Page Limit)

Please describe the collaborative process that will be used for the college and districts to work together to recruit individuals for the program.

b. Screening and Selection for Program (1 Page Limit)

Please describe the process that will be used to screen and select individuals who will become candidates for the program. Identify the screening tools and the criteria that will be used to place participants in the program. Clearly identify the levels of proficiency that must be exhibited to be admitted to the program. Indicate if candidates will self-select to participate or if a selection process will be used to admit only outstanding candidates to the program. Indicate if the candidates will be selected to participate as members of a cohort or if candidates will be allowed to enter the program at any point in an academic year.

5. Support of Program Completers (1 Page Limit)

Describe efforts that will occur to support candidates while enrolled in the program to ensure success. Also, describe efforts that will occur to support program completers once they complete their programs and apply new knowledge within schools.

6. Adequacy of Faculty (1 Page Limit)

Identify names of faculty to teach the education courses and previous experience that they possess in the certification areas they will teach. If adjuncts will be responsible for teaching the education courses, please identify the criteria that will be used to select individuals who possess the

6. Adequacy of Faculty (Cont'd)

knowledge and skills to teach the courses. If sufficient numbers of faculty with adequate expertise are not available to provide this preparation, describe the plan to fill this gap. The plan may include professional development for faculty members, hiring additional faculty, or other appropriate measures.

7. Adequacy of Resources (1 Page Limit)

Discuss the adequacy of resources to teach the education courses. If needed resources are not available, please identify plans that have been made to address the needs.

8. Additional Articulation Agreements (1 Page Limit)

Provide a description of any other types of articulation agreements that have been established between the community college and four year institutions that extend beyond the standard articulation agreements.

9. General Education Catalog Descriptions

Please provide catalog descriptions of all General Education courses listed on Forms 2, 3, 4, and/or 5.

V. DESCRIPTION OF FIELD SITES (2 Page Limit)

- A. Describe the work sites that will be used in the preparation of the candidates participating in the program.
- B. Describe the criteria that will be used to select sites for the field-based experiences.
- C. Describe the screening process and criteria that will be used to select mentors/supervisor who will work with candidates at work sites.
- D. Describe the preparation process that will be used to train mentors/supervisor to support and evaluate candidates.

FORM 1

**ASSOCIATE DEGREE PROGRAMS
COVER PAGE**

Name of Institution:						
Institution Official(s) Primarily Responsible For the Overall Implementation of the Associate Degree Programs for Paraprofessionals and other Educators:	#1	Name, Rank, & Title:				
		Address:				
		Telephone:	E-mail:			
	#2	Name, Rank, & Title:				
		Address:				
		Telephone:	E-mail:			
REDESIGNED ASSOCIATE DEGREE PROGRAM(S) TO BE SUBMITTED						
Check ALL redesigned programs being submitted for evaluation.						
Associate of Science Degree in Teaching						
<table style="width:100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">PK-3 Education</td> <td style="text-align: center; width: 50%;">Grades 4-8 Education</td> </tr> <tr> <td style="text-align: center;">Grades 1-5 Education</td> <td style="text-align: center;">Grades 6-12 Education</td> </tr> </table>			PK-3 Education	Grades 4-8 Education	Grades 1-5 Education	Grades 6-12 Education
PK-3 Education	Grades 4-8 Education					
Grades 1-5 Education	Grades 6-12 Education					
CAMPUS HEAD/AUTHORIZED CAMPUS REPRESENTATIVE SIGNATURE						
By signing and submitting this proposal, the signee is certifying that the associate degree: (1) has been jointly developed by faculty in the areas of education, arts/sciences/humanities, other areas, and PK-12 schools; (2) addresses Louisiana’s K-12 content standards, Louisiana’s Components of Effective Teaching, NCATE accreditation standards, PRAXIS expectations; and (3) is based upon empirical research pertaining to effective practices.						
Name and Title Campus Head/Authorized Campus Representative:						
Signature of Campus Head/Authorized Campus Representative:						
Date:	Telephone Number:					
E-mail Address:						

FORM 2

**ASSOCIATE OF SCIENCE IN TEACHING DEGREE
GRADES PK-3 CURRICULUM**

Program Requirements		Semester Credit Hours	Course Prefix and Number	Course Titles
General Education	English (12 credit hours)			
	Mathematics (9 credit hours)			
	Science (Biology, Earth Science, Physics, & Chemistry) (9 credit hours)			
	Social Studies (History, Government, Geography, & Economics) (6 credit hours)			
	Arts (3 credit hours)			
	Knowledge of the Learner & Learning Environment (Child Development; Educational Psychology; Multicultural/Exceptional Education; Educational Technology; or Children's Literature) (6 credit hours)			
Electives (15 or more credit hours)				
TOTAL HOURS (60 or more credit hours)				

FORM 3

**ASSOCIATE OF SCIENCE IN TEACHING DEGREE
GRADES 1-5 CURRICULUM**

Program Requirements		Semester Credit Hours	Course Prefix and Number	Course Titles	
General Education	English (12 credit hours)				
	Mathematics (12 credit hours)				
	Science (Biology, Earth Science, Physics, & Chemistry) (15 credit hours)				
	Social Studies (History, Government, Geography, & Economics) (12 credit hours)				
	Arts (3 credit hours)				
	Knowledge of the Learner & Learning Environment (Child Development; Educational Psychology; Multicultural/Exceptional Education; Educational Technology; or Children's Literature) (6 credit hours)				
	Electives				

TOTAL HOURS (<i>60 or more credit hours</i>)			
---	--	--	--

FORM 4

**ASSOCIATE OF SCIENCE IN TEACHING DEGREE
GRADES 4-8 CURRICULUM**

Areas of Certification (Select Two Areas):

**Mathematics
Science**

**English
Social Studies**

Program Requirements		Semester Credit Hours	Course Prefix and Number	Course Titles	
General Education	English (<i>12 credit hours</i>)				
	Mathematics (<i>12 credit hours</i>)				
	Science (Biology, Earth Science, Physics, & Chemistry) (<i>15 credit hours</i>)				
	Social Studies (History, Government, Geography, & Economics) (<i>12 credit hours</i>)				
	Arts (<i>3 credit hours</i>)				
	Knowledge of the Learner & Learning Environment (Child Development; Educational Psychology; Multicultural/Exceptional Education; Educational Technology; or Children's Literature) (<i>6 credit hours</i>)				

Electives			
TOTAL HOURS (60 or more credit hours)			

FORM 5

**ASSOCIATE OF SCIENCE IN TEACHING DEGREE
GRADES 6-12 CURRICULUM**

Primary Area of Certification: _____
(e.g., *Mathematics*)

Program Requirements		Semester Credit Hours	Course Prefix and Number	Course Titles
General Education	English (12 credit hours)			
	Mathematics (6 credit hours)			
	Science (Biology, Earth Science, Physics, & Chemistry) (9 credit hours)			
	Social Studies (History, Government, Geography, & Economics) (6 credit hours)			
	Arts (3 credit hours)			
	Knowledge of the Learner & Learning Environment (Child Development; Educational Psychology; Multicultural/Exceptional Education; Educational Technology; or Children's Literature) (6 credit hours)			
	Electives (18 or more credit hours)			
TOTAL HOURS (60 or more credit hours)				

FORM 6

**ASSOCIATE OF SCIENCE IN TEACHING DEGREE
COURSE SEQUENCE**

TYPE OF PROGRAM: Associate of Science in Teaching Degree

Select One:

PK-3 Education

Grades 1-5 Education

Grades 4-8 Education (Content Areas: _____

and

_____)

Grades 6-12 (Content Area:

_____)

YEAR ONE					
1st Semester			2nd Semester		
<i>Course Prefixes & Numbers</i>	<i>Course Titles</i>	<i>Credit Hours</i>	<i>Course Prefixes & Numbers</i>	<i>Course Titles</i>	<i>Credit Hours</i>

YEAR TWO					
1st Semester			2nd Semester		
<i>Course Prefixes & Numbers</i>	<i>Course Titles</i>	<i>Credit Hours</i>	<i>Course Prefixes & Numbers</i>	<i>Course Titles</i>	<i>Credit Hours</i>

APPENDIX A

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE
SYSTEM

BASIC REQUIREMENTS FOR THE ASSOCIATE OF
SCIENCE DEGREE PROGRAMS IN TEACHING

**Please contact the Louisiana Community and Technical College
System for a copy of the requirements.**