New Program Proposal Format for Middle Grades (Grades 5-8)

The new program proposal format is to be used by institutions or not-for-profit entities submitting a new program proposal to the Illinois State Educator Preparation and Licensure Board (SEPLB) and the State Board of Education for approval. The proposal must meet the requirements of 23 Illinois Administrative Code, Part 25, Section 25.145, Approval of New Programs Within Recognized Institutions [http://www.isbe.net/rules/archive/pdfs/25ark.pdf](http://www.isbe.net/rules/archive/pdfs/25ark.pdf)

**Middle Grades programs** shall meet the requirements of 23 Illinois Administrative Code, Part 25, Section 25.99, Endorsement for the Middle Grades (Grades 5 through 8); 23 Illinois Administrative Code, Part 21, Standards for Endorsements for Middle Grades.

**Rule Update Notice:** There are rules that are currently being amended and all program proposals shall meet the requirements set forth in the new rules.

Standards related to the content area of the proposed program must also be addressed. It is also important to review 23 Illinois Administrative Code, Part 25, Section 25.142 Assessment Requirements for Individual Programs to make certain that the assessment information provided is comprehensive.

**Instructions:** Use this form for submission for a new program proposal. Please submit your program proposal electronically to your ISBE consultant: Emily Fox ([efox@isbe.net](mailto:efox@isbe.net)), Jennifer Gross ([jgross@isbe.net](mailto:jgross@isbe.net)), Stephanie Robinson ([strobins@isbe.net](mailto:strobins@isbe.net)). Also email a copy to Henri Fonville at [hfonvill@isbe.net](mailto:hfonvill@isbe.net).
Contact Information
Date of Submission to State Board of Education:

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Program Components
Name of the Institution:

Name of the Education Unit:

Name of the Program:

Type of Program (i.e., traditional (face to face), blended (traditional and online), totally online, alternative route):

Level of the Program (Initial, Advanced, Alternative as defined by NCATE/CAEP):

Name of the type of endorsement (i.e., teaching, administrative or school support personnel per 23 Illinois Administrative Code, Part 25, Section 25.25) and the field of specialization, if applicable; grade range and the degree to be granted:

Education level of candidates to be enrolled (i.e., Undergraduate, Graduate, Post Baccalaureate):

Projected Size of initial cohort:

Conceptual Framework
Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (1):

1. Describe how the program aligns with the unit’s conceptual framework.

Criteria
Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (2):

2. Describe the criteria for:
   (a) admission to the program;
   (b) retention in the program; and
   (c) exit from the program.

3. State the required grade point average for entry into the program.
Per 23 Illinois Administrative Code, Part 25, Section 25.140(a):

4. Describe the assessment system which will be used for collecting, analyzing, summarizing, and using information from the assessments of candidates, including measures that provide evidence of candidates’ proficiency with respect to professional, State, and institutional standards.

Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (2):

5. Describe how the key assessments used in the program are derived from or informed by the unit’s assessments system.

Per 23 Illinois Administrative Code Section, Part 25, 25.145(a) (3):

6. Describe how the data on the candidates enrolled in the program and candidates completing the program will be used as a part of the assessment system required under Section 25.142. If a program is offered at more than one level (i.e., baccalaureate, post-baccalaureate, graduate, or as an alternative program), data shall be considered separately for each of these arrangements.

Faculty

Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (4):

7. (a) Identify the faculty members with the primary responsibility for preparing professional educators in the program; and

(b) state their qualifications for their positions.

Course of Study

Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (5):

8. Describe the course of study, including:

(a) the required courses;

(b) the State standards which each course addresses;

(c) related field experiences or clinical practices as applicable to specified courses; and

(d) the proportion of coursework offered by distance learning or video-conferencing technology.

(e) evidence of instruction relative to special education and reading, which shall meet the criteria set forth in Section 25.25 (a)(1) of Part 25; and

(f) for English language learners, the criteria found in 23 Illinois Administrative Code, Part 24 (Standards for All Illinois Teachers).
Field Experience and Clinical Practice

Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (6):

9. Describe the required field experience and clinical practice, in practicum courses including:

   (a) criteria (e.g., what candidates are expected to know, understand, and be able to do because of the field experience or clinical practice);

   (b) measures taken to ensure placements in diverse settings and with the diverse students; and

   (c) the program requirements for faculty supervision of these experiences.

Assessments

Per 23 Illinois Administrative Code, Part 25
Section 25.142 Assessment Requirements for Individual Programs
Section 25.142(a) (1-5) Teacher Preparation Programs
Section 25.145(a) (7) Approval of New Programs Within Recognized Institutions:

10. By selecting ‘YES’ the institution is ensuring that the applicable Assessment of Professional Teaching and the applicable content area test are key assessments for candidates in teacher preparation programs.

    YES

11. Please describe the key assessments and the specific standards addressed by each assessment that is used to comply with 23 Illinois Administrative Code, Part 25, Section 25.142(a)(1-5) required of candidates in the program including:

    (a1) an additional content assessment focused on program standards;

    (a2) an assessment of candidates’ ability to plan instruction;

    (a3) an assessment of clinical practice;

    (a4) an assessment of candidates’ impact on students’ learning; and

    (a5) an assessment of the candidates’ dispositions demonstrated, as described in the unit’s conceptual framework pursuant to 23 Illinois Administrative Code, Part 25, Section 25.145(a).
Per 23 Illinois Administrative Code, Part 25, Section 25.145 (a) (7) (B):

12. Provide a description of the data which will be collected and how it will be used by the programs for:

(a) all the key assessments that were described;

(b) the applicable content-area test identified; and

(c) the Assessment of Professional Teaching, if applicable.

Per 23 Illinois Administrative Code, Part 25, Section 25.145 (a) (7) (C):

13. Discuss how the assessment data will demonstrate candidates’ mastery of identified standards.

Per 23 Illinois Administrative Code, Part 25, Section 25.145 (a) (8):

14. Describe the information related to two or three additional assessments that address relevant standards, if inclusion of this is desired by the unit offering the program.

Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (9):

15. Provide a description of the need for individuals holding the type of endorsement to be awarded upon completion of the program, including, but not limited to, evidence of a shortage of these types of educators (e.g., special education, math, and science), either across the State or in certain geographical areas. If the shortage is in a certain area, then describe the steps that will be taken to attract candidates from that area or to place candidates into positions within schools located there.

Coursework
Per 23 Illinois Administrative Code, Part 25, Section 25.115(e) (1-4):

16. Please attach a matrix that explains how the program meets:

(a) The applicable content standards set forth at 23 Illinois Administrative Code, Part 21 (Standards for Endorsements in the Middle Grades).

(b) Describe how the program meets the Standards for All Illinois Teachers set forth in 23 Illinois Administrative Code, Part 24 by attaching the 2013 Illinois Professional Teaching Standards Matrix.
Per 105 ILCS 5/21B-20 (1) Professional Educator License and 23 Illinois Administrative Code, Part 25, Section 25.25 Requirements for the Professional Educator License:

17. Describe how the program meets the Professional Educator License coursework requirements including:

   (a) the psychology of the exceptional child including without limitation the learning disabled;

   (b) the identification of the exceptional child including without limitation the learning disabled;

   (c) the methods of instruction for the exceptional child including without limitation the learning disabled; and

   (d) the methods of reading and reading in the content area.

Social and Emotional Learning Standards

18. Describe how the program meets the Social and Emotional Learning Standards set forth at 23 Illinois Administrative Code 555 Appendix A.

Program Approval Requirements
Standards for Endorsements in Middle Grades (Grades 5 – 8)
23 Illinois Administrative Code, Part 21

Per 23 Illinois Administrative Code, Part 21, Section 21.10(a)(3):

19. By selecting ‘YES’ the institution ensures that on or before February 1, 2018, each middle grade program seeking approval shall work in consultation with one or more community colleges to ensure that articulation of coursework between the two institutions and as applicable, the alignment of community college coursework relevant to middle grades education to the standards set forth in this Part.

_____ YES
Program Approval Requirements
Endorsement for the Middle Grades (Grades 5-8)
23 Illinois Administrative Code, Part 25, Section 25.99

Per 23 Illinois Administrative Code, Part 25, Section 25.99(b)(1):

20. By selecting ‘YES’ the institution ensures that each candidate for an endorsement for the middle grades shall complete a 32 hour major in middle grades education offered by an Illinois program approved for the preparation of teachers in the middle grades.

YES

Per 23 Illinois Administrative Code, Part 25, Section 25.99(b)(2); (b)(2)(A); (b)(2)(B); (b)(2)(C); (b)(2)(D); and (b)(2)(E):

21. By selecting ‘YES’ the institution ensures that the specific middle grades content area of the endorsement, the description of the course of study required under (b)(1) of Section 25.99 includes the following:

- For middle grades math endorsement, 24 hours of math content, which shall include three hours of content specific methods focused on the middle grades [23 IAC 25.99 (b)(2)(A)]; or

- For the middle grades literacy endorsement, 24 hours of literacy content, which shall include three hours of content specific methods focused on the middle grades [23 IAC 25.99 (b)(2)(B)]; or

- For the middle grades science endorsement, 24 hours of science content (including three hours of content specific methods focused on the middle grades) to include coursework in each of the following areas; physical science, life sciences, earth and space sciences [23 IAC 25.99 (b)(2)(C)]; or

- For a middle grades social science endorsement, 24 hours of social science content (including three hours of content-specific methods focused on the middle grades) to include coursework in each of the following areas, in relation to Illinois, the United States and the world; history, geography, civics and government, and economics [23 IAC 25.99 (b)(2)(D)]; or

- For content areas other than those specified in this subsection (b) 24 hours of content specific to the endorsement sought, which shall include three hours of content-specific methods focused on the middle grades. [23 IAC 25.99 (b)(2)(E)]

YES