

2013-
2014



Outreach Policies

Kansas City and St. Joseph Centers



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Outreach at Northwest Missouri State University

Outreach at Northwest is housed within the Graduate School and the College of Education and Human Services. Northwest supports Outreach as a way to build, maintain and extend quality/rigorous programs that parallel the work of the campus based programs at Northwest. Outreach consists of programs offered off-campus either face-to-face, via Interactive Television (ITV) or in the blended/hybrid model.

Off-campus sites include the Kansas City Center and St. Joseph Center. Other alternative sites can be designed by Outreach in addition to the Centers. For more information about alternative sites, contact the Outreach Director.

Glossary

Definitions

Alternative sites – locations where programs are offered other than the Northwest Missouri State University main campus, the Kansas City Center or the St. Joseph Center.

Blended/hybrid courses – a course that combines an online component with a regularly scheduled face-to-face component to accomplish the requirements for Carnegie Unit Credit Hours.

Coupled courses – two courses within the same degree program that are offered as blended courses and the face-to-face course meetings are scheduled on the same day of the week, but alternated weeks to allow a student to enroll in both courses during the same term.

Interactive Television (ITV) courses – a system of instruction which occurs synchronously and requires the instructor to communicate with remote sites via two-way video and audio connections.

Off-campus courses – face-to-face, ITV, or blended/hybrid courses offered by Northwest Missouri State University at locations other than the main Northwest Missouri State University campus in Maryville, MO.

Outreach Centers of Northwest Missouri State University

Kansas City Center

The Northwest Missouri State University Kansas City Center was opened in the Spring of 2006. It is located at 8 Victory Lane, Liberty, MO 64068. This convenient location is near the intersection of Interstate 35 and Highway 152.

The Center, located on the 3rd and 4th floors of the Blue Jay Tower Plaza, has 13 classrooms, 5 staff/faculty offices, 2 reception desks, a student lounge, a conference room, a technology room and is equipped with Interactive Television being a wireless internet environment.

St. Joseph Center

The Northwest Missouri State University St. Joseph Center was opened in the Fall of 2007. It is located at 3500 N. Village Drive, Suite 100 South, St. Joseph, MO 64506. The Center is housed in the historic Green Acres Building near the intersection of Interstate 29 and Highway 169. The Center has a wireless environment hosting Interactive Television, 5 classrooms, 4 staff/faculty offices, and a student lounge area.

Appendix A contains a list of all programs that are offered either through Outreach at Northwest Missouri State University. The list contains preparatory courses, graduate programs, and certificate programs.

Student Services at Northwest Missouri State University Outreach Centers

Advisement

Students are offered academic advisement by either an academic department advisor from the main Campus or by the Outreach Education Coordinator. The advisor will offer advisement to ensure the University mission: Student success: Every student-Every Day. The actual decisions for classes will be made by the student with guidance from the advisor.

Financial Aid

Students enrolling in courses at the Centers are eligible for all financial aid and financial aid services provided to main campus students. Financial Aid representatives are available for appointments during Advisement. For appointments outside Advisement or additional information, contact Financial Aid at 660-562-1363.

Library Services

B.D. Owens Library collections and services support scholarly research and provide current information that promotes student competencies concerning lifelong learning, critical thinking, communication and research. The library's website provides remote access to thousands of journal titles and eBooks for currently enrolled students and current faculty. The library also provides access to over 24 million items through the statewide catalog maintained by the Missouri Consortium of Academic Libraries (MOBIUS). MOBIUS items arrive at any participating post-secondary institution in the St. Joseph and Kansas City areas in 2-3 working days. Personalized research assistance is available by e-mail and phone, in addition to in-person on the main campus.

Participating MOBIUS Locations

Avila University
Kansas City Art Institute
Metropolitan Community College – Long View
Midwestern Baptist – Theological Seminary
Missouri Western State University
Rockhurst University
St. Paul School of Theology
University of Missouri – Kansas City
William Jewell College

Northwest Bearcat Bookstore

Students may order their textbooks or Northwest apparel by phone or online from the Bearcat Bookstore. Any questions concerning textbooks should be directed directly to the Bearcat Bookstore at 660-562-1246 or visit <http://nwmissouri.bncollege.com>.

Orientation

New students are offered the opportunity to participate in an orientation session at one of the Centers. The orientation session includes a Center tour, an exploration of various University websites such as the University home page, CatPAWS, myNorthwest, Outreach home pages and the B.D. Owens Online Library. The orientation will also include a session exploring the specific features of eCompanion. A question/answer opportunity will conclude the orientation.

Technology Support

Both the Kansas City and St. Joseph Centers offer fully loaded laptop computers for student use. Students have the option of checking out a computer for a day or for the entire term. Each Center will have a technology expert available for specific computer related problems available to assist students.

Policies for the Northwest Missouri State University Outreach

Procedure for Creating Programs and Courses to be offered through Outreach

All programs must first be approved to be offered on the main campus prior to being offered through Outreach. Please ensure all the proper channels have approved the program prior to proposing offerings off-campus.

- ✓ Departmental approval by graduate faculty
- ✓ Approval of Dean(s) of College(s) associated with the program
- ✓ All new degree programs must be logged by Faculty Senate as a proposal in the approval system
- ✓ Programs created under the College of Education and Human Services must be approved by the Professional Education Unit's Council of Teacher Education (Graduate Council & Faculty Senate have the right to challenge any COTE approval)
- ✓ All 500 level programs must be approved by the Faculty Senate Curriculum and Degree Requirements Committee
- ✓ All 600 level programs must be approved by Graduate Council plus approval of program
- ✓ Faculty senate can either challenge or not challenge above programs
- ✓ Graduate level programs must be approved by the Graduate Council
- ✓ Provost has 30 days to challenge all programs approved by the Graduate Council
- ✓ New programs or courses are sent to the Board of Regents by the Provost with recommendation for approval
- ✓ The University sends new programs to Missouri Coordinating Board of Higher Education for approval
- ✓ The Higher Learning Commission is made aware of these approvals.

All off-campus sites aside from the Centers

Programs need approval from Outreach if the intent is to offer the course/program at the off-campus site face-to-face or via ITV.

1. Proposal initiated at the Department level (chair or program coordinator) and approved by Graduate School and Dean of College where program is housed.
2. Program proposal form is completed (see Appendix B) and sent to Outreach.
3. Approval to offer the program is granted by Outreach
4. Outreach informs Department of acceptance of proposed class or program
5. Outreach works with Provost to gain Higher Learning Commission approval for new program location
6. A minimum of 12 students is required for an off-campus site face-to-face or ITV cohort.

All programs offered at the Centers

Programs need approval from Outreach if the intent is to offer the program at the Centers face-to-face or via ITV.

1. Proposal initiated at the Department level (chair or program coordinator) and approved by Graduate School and Dean of College where program is housed.
2. Program proposal form is completed (see Appendix B) and sent to Outreach.
3. Approval to offer the program is granted by Outreach
4. Outreach informs Department of acceptance of proposed class or program
5. A minimum of 12 students is required for an off-campus site face-to-face or ITV cohort.

Pay of full-time faculty teaching off-campus

Full time faculty are compensated for teaching off campus one of two ways:

1. The off-campus assignment is part of the normal load for faculty.
2. The off-campus course is an overload
 - a. Faculty will be compensated at \$800.00 per credit hour for fall/spring courses.
 - b. Faculty will be compensated at a rate of 2.5% of annual salary per credit hour for summer courses.

Pay of adjunct faculty teaching off-campus

Salary for courses will be based upon the following payment schedule:

- 1-7 students = Prorated by Outreach @ \$100.00 per student per credit hour
- 8-19 students = \$800.00 per credit hour
- 20 + students = \$1100.00 per credit hour

Outreach Travel Reimbursement Policies

Outreach will pay travel for faculty traveling from the main campus to an off campus site based on the guidelines below. Any questions about reimbursement should be directed to the Dean of the College of Human Services and/or the Outreach Director.

Mileage

Outreach encourages all University faculty members to utilize University Fleet vehicles for transportation associated with off-campus course instruction. Outreach will cover the cost of University Fleet vehicle usage under the normal University fleet usage reimbursement guidelines. If University Fleet vehicles are unavailable, faculty can use a privately owned automobile. The private vehicle maximum mileage reimbursement rate for FY 2014 is 42¢ per mile.

Outreach will only cover University Fleet costs or reimburse mileage for private vehicle use if faculty assigned to the main campus and travel from the main campus to an off-campus site to teach. Off campus sites that fall under this reimbursement are the Kansas City Center, St. Joseph Center, or other alternative sites as defined by Outreach.

Northwest will not reimburse any other travel for faculty members who are assigned to teach on the main campus but live outside of Maryville or faculty members based out of off-campus locations and teaching in that same location.

Outreach will not reimburse mileage for an adjunct faculty member.

Lodging

Faculty teaching classes two or more consecutive days at an off-campus site have the option to stay overnight in a local hotel with the hotel expense, excluding incidentals, paid by Outreach. The instructor **is encouraged to** stay in one of the approved hotels as identified by the Center. If a faculty member elects to stay at a hotel not on the list of preferred hotels, s/he will be reimbursed up to, but not to exceed the current negotiated rate with the approved hotel. If an instructor chooses to stay overnight, the hotel will be reimbursed at a rate not to exceed the current negotiated rate with the approved hotel.

Meals/Per Diem

Meals are not reimbursed for any faculty while teaching at either Center per University policy.

Faculty Stipend

Payment Details: To be eligible for a stipend one of the following criteria must be met. Department chair approval by signature must be obtained prior to submission to the appropriate Outreach Center. Submit after class has been completed.

- ITV Stipend (\$300/credit hour)
 - Requires travel to sites
 - Professional development training as requested by deans and/or chairs
- Kansas City Center Face-to-Face Stipend (\$300/credit hour)
 - All class sessions must be at the Kansas City Center
 - Professional development training as requested by deans and/or chairs
- St. Joseph Center Face-to-Face Stipend (\$150/credit hour)
 - All class sessions must be at the St. Joseph Center
 - Professional development training as requested by deans and/or chairs

Inclement Weather Class Cancellations

The safety of our students and employees is a top priority at Northwest. The University President consults with Northwest's emergency management coordinator, who closely monitors the forecast, as well as Facility Services and Center personnel, to determine if conditions warrant the closure of campus or extended sites. A combination of snow or ice accumulation, temperatures and wind conditions all factor into the decision.

As with any emergency at Northwest, we encourage students and employees to monitor the Northwest, Kansas City Center, and St. Joseph Center homepages, University email accounts, and official Northwest social media for announcements regarding the latest campus developments. Inclement weather postings can be found via local news outlets as well.

Library Services

B.D. Owens Library collections and services support scholarly research and provide current information that promotes student competencies concerning lifelong learning, critical thinking, communication and research. The library's website provides remote access to thousands of journal titles and eBooks for currently enrolled students and current faculty. The library also provides access to over 24 million items through the statewide catalog maintained by the Missouri Consortium of Academic Libraries (MOBIUS). MOBIUS items arrive at any participating post-secondary institution in the St. Joseph and Kansas City areas in 2-3 working days. The library offers research instruction sessions customized to course needs and assistance for off-campus linking in eCompanion and Course Reserves for remote access to articles and ebooks. <http://www.nwmissouri.edu/library/services/faculty.htm>

Participating MOBIUS Locations

Avila University
Kansas City Art Institute
Metropolitan Community College –
Long View
Midwestern Baptist – Theological
Seminary
Missouri Western State University
Rockhurst University
St. Paul School of Theology
University of Missouri – Kansas City
William Jewell College

Orientation

New faculty and adjuncts who will be teaching and/or advising at either Center must contact the Director of Outreach for an orientation session. Please call 816-809-2953 to set up an appointment with the director. **All new faculty/adjunct members must go through Emergency training during the first trimester of a teaching course at that Center.**

Office Space

Office space at the Centers is very limited. Departments that have full-time faculty or advisors present at the Centers are given priority in the office space. However, it may be necessary for faculty to share an office space with another faculty member or advisor. There is no guarantee that office space is available for faculty at the Centers. All decisions on office space assignment are made by the Dean of the College of Education and Human Services and Outreach in conjunction with the Centers' staff.

Meeting Space

The Centers are happy to provide rooms for meetings to all University and community members. The space will be provided free of charge if the Center is already staffed for regular business hours or class meetings. Those interested in meeting space need to send a request to the appropriate Center via the Astra Software System. The Centers business hours are from 8 am – 5 pm Monday – Thursdays. Classes normally occur on Monday – Thursday evenings from 5 pm - 9 pm. Any rooms provided outside these times are subject to staffing charges.

Copies

Each department teaching at the Centers will be given a copy code to use for his/her department. Copies will be billed to the respective department at 3 cents per copy through the Mail/Copy Center billing.

Proctoring

Faculty that need course exams and quizzes proctored can contact Outreach for available staff and times for the exams/quizzes to be administered. Outreach staff will be able to proctor exams/quizzes with sufficient instructions during regularly schedule office hours.

Technology

Outreach provides basic technology and technology equipment for the classrooms. All classrooms at the Centers are standard classrooms with projectors, screens, document cameras, and white boards. Notebook computers are available to be checked out during class time or for the entire trimester by students and adjunct instructors. These notebooks are equipped with the basic software and hardware (Microsoft Office, Adobe Reader, etc.) and Internet connectivity. Any additional equipment and technology needed for faculty teaching at the Centers need to contact Outreach for additional on-site options. Any specialty technology, equipment or software needs for specific courses or programs will be the responsibility of the respective academic department.

All requests for software programs to be added to student computers must have prior approval by Outreach and Computing Services at least 1 trimester in advance. Departments are responsible for payment and installation of software.

Office Supplies & Equipment

Academic departments are responsible for providing their faculty and staff with office supplies and equipment. General supplies for the Center classrooms, i.e. dry erase markers, erasers, staplers and tape are provided by Outreach.

Materials Delivery

A courier service is NOT available on a regular basis for faculty members who teach at the Centers. If you have materials that need to be delivered to a Center, please contact that Center for options available.

We also do NOT have campus mail delivered to the Centers. On occasion we may have a professor who will bring an item to or from campus.

If you are teaching a course at either Center and will need to return something to campus, please coordinate these efforts with the Center or campus faculty.

To find out if any Center staff will be traveling to campus during the week, please contact that Center for more information. If there is a faculty traveling to the Centers, Outreach will provide

you with their name and it will be your responsibility to coordinate the delivery of materials with that representative and the Centers.

Textbook and Course Information

Faculty textbook orders are handled through the usual departmental channels. Students may order their textbooks by phone or online from the Bearcat Bookstore. Any questions concerning textbooks should be directed directly to the Bearcat Bookstore, academic department and/or instructor of the course.

Canceling Classes

The faculty member should follow the same procedures s/he would follow if a campus based class is cancelled as well as contacting staff at any Center where the course will be taking place. Class can only be cancelled due to inclement weather by the University President. See *Inclement Weather Class Cancellations* above for more details.

Emergency Assistance

Classes at the Centers are generally held in the evenings and/or on weekends. Outreach will make sure faculty have been trained to use the emergency procedures and that the faculty have access to the office area during the night time hours.

Evening and weekend hours will be staffed individuals hired by the Centers. All faculty members are able to access the office area and if an emergency does occur, please follow the emergency procedures found in Appendices C & D.

Appendix A

Programs Currently Offered through Outreach

Preparatory Courses

National Board Certification Preparatory Courses
Medical Billing & Coding
Pharmacy Technician

Certification Programs

Alternative Certification
e-Teaching Certificate
English Language Learner Certification
Instructional Technology Certification
Superintendent Certification
Elementary Mathematics Specialist Certification

Master Degree Programs

Master of Arts in English: English Pedagogy Emphasis
Master of Business Administration (MBA)
M.S.Ed. Educational Leadership K-12
M.S.Ed. English Language Learners
M.S.Ed. Guidance and Counseling (requires travel to Maryville campus for completion)
M.S.Ed. Health and Physical Education
M.S.Ed. Reading
M.S.Ed. Special Education
M.S.Ed. Teacher Leadership
M.S.Ed. Teaching: Early Childhood Education
M.S.Ed. Teaching: Instructional Technology
M.S.Ed. Teaching: Mathematics (secondary)

Specialist Programs

Education Specialist

- Superintendency
- Secondary School Principal
- Elementary School Principal

Doctorate Program

Doctorate in Education

Appendix B

Approved Hotel for the Kanas City Center

Kansas City Center

Fairfield Inn & Suites

8101 N. Church Rd.

Kansas City, MO 64158

Contact the Kansas City Center Office Manager for reservations at 816-736-6600 or

nwkc@nwmissouri.edu.

Appendix C

Emergency Procedures for the Kanas City Center

Fire Procedures

Alarm will sound and strobe lights will flash

1. Follow emergency EXIT signs placed by the classroom door
2. Take stairs down to the First Floor
3. Exit the building
4. Meet in East Parking Lot to determine that everyone is out of the building

Tornado

Building Administrator will monitor the weather radio and notify instructors of adverse weather conditions. Tornado sirens can be heard inside the building. Evacuation of floors will begin at this time.

1. Follow emergency EXIT signs placed by the classroom door
2. Take stairs to the lowest level
3. Remain in stairway until the “all clear” is given by the Building Administrator.

Shelter in Place/Lock Down/Active Shooter

Instructors will be notified of the shelter in place by the Building Administrator or via intercom.

1. Liberty Academy personnel will lock down outside doors as well as the door to the Academy
2. Instructors will lock their doors
3. All students and personnel will stay behind locked doors until the “all clear” is given by the Building Administrator

Appendix D

Emergency Procedures for the St. Joseph Center

Fire Procedures

Alarm will sound and strobe lights will flash

1. Follow emergency EXIT signs placed by the classroom door
2. Exit the building using Emergency Exits located on either end of the hallway
3. Meet in West Parking Lot to determine that everyone is out of the building

Tornado

Building Administrator will monitor the weather radio and notify instructors of adverse weather conditions. Tornado sirens can be heard inside the building. Evacuation of building will begin at this time.

1. Follow emergency EXIT signs placed by the classroom door
2. Remain in hallway until the “all clear” is given by the Building Administrator.

Shelter in Place/Lock Down/Active Shooter

Instructors will be notified of the shelter in place by the Building Administrator.

1. Instructors will lock their classroom doors
2. All students and personnel will stay behind locked doors until the “all clear” is given by the Building Administrator

Off Campus Program Application Form

Face-to-Face or ITV sites aside from the Centers

Departments must submit a proposal for off-campus face-to-face or ITV academic programs which are not part of a previously approved program site.

To request approval for off-campus face-to-face or ITV site, the proposal must be submitted no less than 30 days prior to publication or advertising of the course.

Program Coordinator

First Name:
Last Name:
Phone:
Department:
E-mail:

Program Information

Program Title:
Method of Delivery:
Credit Level (F/F, ITV, Online):
Program Location:

Location Liaison's Information (if applicable)

First Name: Last Name:
Phone: E-mail:
Currently approved as a Northwest faculty member (Y/N):

Proposal Detail

1. Attach digital copy of text as it is to appear in the Graduate Catalog including program details such as Admission, Course, & Graduation Requirements.
2. Please provide proposed timeline of course offerings. (must be approved at least 1 year in advance to first class beginning)
3. Briefly describe the key program features for marketing purposes.
4. How long will it take for students to complete the program?
5. How frequently will a new cohort begin?

Please obtain the following signatures upon completion of the application. Outreach will inform the Department upon approval of the proposed course.

Department Chair Date

Dean of College Date

Dean of Graduate School Date

Outreach Center Program Application Form

Face-to-Face or ITV sites within the Centers

Departments must submit a proposal for face-to-face or ITV academic programs which are not currently offered at the Centers.

To request approval for off-campus face-to-face or ITV site, the proposal must be submitted no less than 30 days prior to publication or advertising of the course.

Program Coordinator

First Name:

Last Name:

Phone:

Department:

E-mail:

Program Information

Program Title:

Method of Delivery (F/F, ITV, Online):

Credit Level (UG or GR):

Program Location:

Proposal Detail

1. Attach digital copy of text as it is to appear in the Graduate Catalog including program details such as Admission, Course, & Graduation Requirements.
2. Please provide proposed timeline of course offerings. (must be approved at least 1 year in advance to first class beginning)
3. Briefly describe the key program features for marketing purposes.
4. How long will it take for students to complete the program?
5. How frequently will a new cohort begin?

Please obtain the following signatures upon completion of the application. Outreach will inform the Department upon approval of the proposed course.

Department Chair

Date

Dean of College

Date

Dean of Graduate School

Date