**VSBPE**

**Date: Nov. 19, 2020**

**Item:** **Castleton’s Substantive Change to Music Education Program**

**Shall the VSBPE** **approve Castleton’s Substantive Change to their Music Education Program?**

**AGENCY** RECOMMENDED ACTION: That the VSBPE approve Castleton’s Substantive Change to their Music Education Program.

**Background:**

Castleton sent the substantive change documents shown below to the AOE on Oct. 21. The office sent some questions to Castleton, and received the answers in red, below.

**Supporting Documents:**



Email exchange, below.



1. Per VSBPE Policy, you as the licensure officer will still need to ensure all requirements are met prior to the recommendation stamp being added to the transcripts:

Every institution must identify a licensure officer whose responsibilities consist of reviewing transcripts or the equivalent to confirm that each educator has met all licensure requirements including the endorsement requirements. The licensure officer should be an administrator or faculty member who works closely with each program area (elementary, counseling, administrator, etc.) and delivery model (undergraduate, post-baccalaureate, graduate, alternative routes) at the institution and is knowledgeable of the curriculum of the program(s). Institutions are responsible for confirming that the licensing officer can accurately verify that candidates have completed all requirements for entry to the program, for student teaching, and for a final recommendation on the transcript.

This issue will easily be dealt with given the changes we have already made based on our ROPA review from last October. We no longer have PE, Health and Music coordinators contacting the registrar indicating that their students have met all licensure requirements- all of those student names now come to me. I work with my department senior staff assistant, Kate Spaulding, to check on GPA, Praxis, and all other requirements, connect with the seminar leader, Dr. McEnerny on portfolio progress, and then I make the connection with our Senior Assistant Registrar, Heather Morrison, requesting that the appropriate recommendation be affixed to a student’s transcript. She typically responds the same day indicating that the transcript has been updated. For those who graduate still needing to meet a requirement, I am the contact for that and when evidence comes in that a Praxis II is now successful, I notify Heather. This process will work very well for music even when they are operating away from our own program.