Iowa Department of Education

Project EASIER

2007 - 2008

CURRICULUM CODING FAQ

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What are the Accreditation Program Area, the Institution Providing Course, and the Course Origination for non-local courses?

	Accreditation Program Area	**Institution Providing Course**	**Course Origination**
AP Courses On-Line (e.g., Belin Blank Institute)	Regular ('1' – '9')	Local District	IA AP Academy Online ('7')
Career Academy Courses	Regular ('1' – '9')	Postsecondary Institution	28E Agreement for Dual Credit with Community College ('3')
Correspondence Courses	Other ('0')	Postsecondary Institution	Other ('8')
ELL Courses	Other ('0')	Local District	Local District ('1')
Independent Studies	If board approved, Regular ('1' – '9') If NOT board approved, Other ('0')	Local District	If board approved, Local District ('1') If NOT board approved, Other ('8')
Iowa Learning Online Courses	Regular ('1' – '9')	Local District	Iowa Learning Online ('6')
Online Community College Consortium* Courses	Other ('0')	Respective Community College	PSEO ('2')
PLATO Courses	Other ('0')	Local District	Other ('8')
28E Courses with another school district	Regular ('1' – '9')	Originating District	28E Agreement for High School Credit with another district ('5')
28E Courses with a Community College	Regular ('0' – '9')	Postsecondary Institution	If for dual credit, ('3'), if for high school credit, ('4')

* Community College Consortium consists of Eastern Iowa, Iowa Western, Northwest Iowa, Southeastern Iowa, Southwestern Iowa and Western Iowa Tech

How do I code my Study Halls and other "place-holder" courses?

NCES course code of single zero or 0000000000000

What is the difference between a 28E Dual Credit course and a PSEO course?

PSEO courses (authorized by Iowa Code Chapter 261C) are not part of a school district's curriculum, are not listed in the course guide, and have not been approved by the local school board. PSEO courses are selected by the students and are approved on an individual basis. A student must complete an application or Notice of Student Registration form before enrolling in a PSEO course. Typical PSEO courses are located at the site of the post-secondary institution or satellite location.

For more information go to http://www.iowa.gov/educate/content/view/488/990

28E courses are approved by the local school board and are considered to be part of the regular high school curriculum. 28E courses are open to all students enrolled in the community college, and published in the community college's course catalog. 28E courses are may either be offered at a high school or at a community college. CTE programs through a community college are offered through a 28E agreement, but are not eligible for supplementary weighting if offered by the district to meet accreditation requirements.

If you have questions specific to 28E courses, please contact tom.cooley@iowa.gov, (515) 242 5132.

Our district has an agreement with a private college where one of our teachers is teaching a course and the students are earning college credit. How do I code that course?

Since 28E agreements, by law, cannot exist with private institutions, this course would be coded as a PSEO course. The only exception to this would be if the private college is not an eligible in-state postsecondary institution (i.e., not included on the IPEDS code list), in which case the course cannot be coded as a PSEO, and would be coded as your district's course (assuming the course has been approved by the local school board).

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Our district has a 28E agreement with a neighboring district which in turn has a 28E agreement with a community college that offers college credit for the course. How do I code that course?

The course should be coded as if the 28E agreement is between your district and the community college. If the course qualifies for supplementary weighting, a district can report course enrollment of resident students only.

If you have questions specific to 28E courses, please contact tom.cooley@iowa.gov, (515) 242 5132.

I have a student whose parent is employed by a post-secondary institution that provides free tuition to family members. How do I code those "free" college courses for that student?

As long as the course meets the State requirements under PSEO and the district approved the course, the college course is considered a PSEO course and should be coded accordingly. The amount of money billed for this course (reported on BEDS) would be $0.

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Does a PSEO course that was not completed or not passed by a student still need to be submitted in EASIER? Are the $$ for that course to be submitted on BEDS?

Yes, you are to include all student enrollments in PSEO courses in Project EASIER, and enter the total amount for which your district was billed on BEDS. The district may demand reimbursement from the student, but this does not affect the BEDS reporting.

What kinds of courses qualify as PSEO courses? If a student wants to take a course like swimming at the community college, does that qualify as a PSEO?

According to state code 281-22.4(261C), postsecondary courses eligible for students to enroll in…shall be limited to:

- Nonsectarian courses;
- Courses that are not comparable to courses offered by the school district where the student attends which are defined in rules adopted by the board of directors of the public school district;
- Credit-bearing courses that lead to an educational degree;
- Courses in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, and also courses in career option programs offered by area schools (established under the authorization of Iowa Code chapter 260C).

Based on those restrictions, your student's swimming course would NOT qualify as a PSEO.

If you have questions specific to PSEO courses, please contact tom.cooley@iowa.gov, (515) 242 5132.

When is a college course considered a PSEO course for some students but not for others?

Assuming a particular college course meets the criteria to be considered an eligible course, a district is not responsible for payment if the student in question is not eligible for enrollment or does not meet the requirements for taking a PSEO course. For example, if the student is in 9th or 10th grade and has not been identified as gifted or talented, or the student fails to meet the established deadline for registering for PSEO participation, or the parent enrolls the student at a postsecondary institution. In these cases the district may elect, but is not required, to accept the course for high school credit, even if the district is not responsible for course payment.

If you have questions specific to PSEO courses, please contact tom.cooley@iowa.gov, (515) 242 5132.

Why do we send all of our courses in the spring when you only report PSEOs?

Missing PSEO courses are sometimes miscoded as 28Es or vice-versa. By including all courses, it is easier to identify the missing PSEO courses and re-code them accordingly.

How do I code the CTE courses for CTE programs that are offered at the community college? Do I break the program into separate courses or just code the overall program and assign a Carnegie unit of 3.0+?

You must contact the community college or your representative and obtain the list of courses that comprise the individual CTE programs offered through or by the community college. Each course will need to be identified with a local course number and distinct NCES course code. Students should be enrolled or assigned to each of these courses in your student information system in order for the total units within a program to be correct.

What is the difference between PSEO Career Options Programs and PSEO Vocational/Technical courses?

The Career Options Program is an associate degree program that is fully transferable to 3 or more baccalaureate degree programs. These programs must include courses that are technical and designed to provide a student with the option of entering employment in a career field upon completion of the two-degree program. The program also must include all the coursework necessary for the associate of arts/science degree.

Vocational/Technical Programs are focused on preparing an individual for entry and successful employment in a career field. A student completing a program of one year in length will receive a diploma, while a student completing a program that is two years in length will receive an applied associate of science/arts degree.

For courses outside the areas of math, science, humanities, and social sciences, the classification of a PSEO course as belonging to a parallel/career option program or to a vocational-technical program is related to the identification of the program in which the course lies. If a course most generally is found within a course of study that leads to an AA or AS degree, then the course should be identified with a subject area code of 34. For example, Intro to Criminal Justice is normally associated with the Criminal Justice program of studies leading to an AA or AS degree. The subject area for Intro to Criminal Justice would be 34.

If a course most generally is found within a course of study that leads to an AAS degree, AAA degree, or a 1-year diploma, then the course should be identified with a subject area code of 35. For example, Sanitation and Safety is found in the Culinary Arts program. Students completing the Culinary Arts program earn an AAS degree. Therefore, the subject area for Sanitation and Safety would be 35.

If a course can be found in a variety of programs leading to different degrees, then allowing the student to select the program to which he or she more closely aligns will provide an answer to the subject area question.

NOTE: Courses within programs leading to 1-year diploma or certificate are not PSEO-eligible courses.

What is the connection, if any, between EASIER and the CTE application? Is this connection based on the winter curriculum file only? Is there any way to "update" it with the Spring collection?

All courses coded with accreditation area of '9' (Vocational/Technical) in Winter EASIER are provided in a drop-down menu located within the CTE application. Courses can be selected from this drop-down to define a particular CTE program. The key to the course selection is the local course number. Once local course numbers are identified in the CTE application, matches on the local course number are found from the district's Winter EASIER submission. Students are added to CTE programs based on the matching local course numbers.

The idea of updating with the Spring EASIER collection is being considered. Timing is a critical factor. While it would be nice to use the spring submission to capture course changes per student, Spring EASIER files are sometimes delayed in being completed and certified, thus adding additional delays to districts in completing and certifying their CTE report.

Even if updating were possible, grades are not included in EASIER. Therefore, manual updates would have to be made to adjust unit values for students who failed or did not complete a course.

Our alternative high school program is located at the community college. Do I need to include their courses in my winter EASIER file? Are those courses considered 28E courses with another district or 28E courses with a Community College for high school credit only?

At the current time, it is not necessary to include the courses for alternative school programs. If you choose to include them, the courses would be considered 28E with a Community College for high school credit only (teachers must hold an appropriate Iowa license).

What is a career academy?

Career academies (Iowa Code 260C.18A) refer to programs of study that combine a minimum of two years of secondary education with an associate degree, or the equivalent, career preparatory program in a non-duplicative, sequential course of study that is standards based, integrates academic and technical instruction, utilizes work-based and worksite learning where appropriate and available, utilizes an individual career planning process with parent involvement, and leads to an associate degree or postsecondary diploma or certificate in a career field that prepares an individual for entry and advancement in a high-skill and reward career field and further education.

For more information, contact Rosanne Malek, 515/281-3199, rosanne.malek@iowa.gov

Can AP Courses be coded as Dual Credit 28E courses?

ONLY if both of the following criteria are met:

1) The teacher is qualified to teach AP courses and is employed by the community college
2) A 28E agreement exists between the district and the community college for the course.

Additionally, if the course is eligible for supplementary weighting, then the following criteria must also be met (IA Code 257.11(3))

a. The course supplements, not supplants, the high school courses.
b. The course is included in the community college catalog or an amendment or addendum to the catalog.
c. The course is open to all registered community college students, not just high school students.
d. The course is for college credit and the credit must apply toward an associate of arts or associate of science degree, or toward an associate of applied arts or associate of applied science degree, or toward completion of a college diploma program.
e. The course is taught by a community college-employed instructor.
f. The course is taught utilizing the community college course syllabus.
g. The course is of the same quality as a course offered on a community college campus.

We have a 2nd year senior with an IEP attending a community college program to complete their requirements for graduation. Do I include their courses in my winter EASIER file? Are those courses considered 28E courses with another district? Or 28E courses with a community college for high school credit only?

Curriculum for these students should not be submitted since the courses are not courses offered and taught by the district.

I've heard rumors that new NCES course codes are in the works. What is the expected time frame for these?

At this time, the only time frame known is that they will NOT be used for Winter 0708 curriculum submission.

What about the issue of core course curriculum – will that be taken from the district's EASIER files?

There are no plans of extracting core curriculum from Project EASIER files at this time.

The content in this document was compiled by staff in the Planning, Research, and Evaluation Bureau at the Iowa Department of Education. This document is intended to provide guidance and direction to school personnel responsible for coding local courses for inclusion in EASIER submissions. In no way should the content be viewed as a substitution or replacement for the Iowa Code or Iowa Administrative Code.