

2018 MACTE Guide Revisions

Description of Change	Location	Notes
MACTE Code of Ethics and statement on plagiarism	Section B.7	All programs agree to adhere to MACTE's Code of Ethics and the follow the statement on plagiarism.
EL II minimum requirements	Section D.2	<p>Elementary II (9 through 12 Years) Completion of this level requires a minimum of 800 clock hours. A minimum of 200 academic clock hours is required, covering but not limited to language arts, mathematics, sciences, social studies, arts education, health and physical education, history, geometry, geography, biological sciences, physical sciences, and music. The practicum is comprised of 400 clock hours with at least 120 hours student teaching in EL II environment. A minimum of 200 additional clock hours, at least 100 of which must address an academic overview of EL I, the other additional hours must include one (1) or more of the following: independent research, material-making, album preparation, additional student teaching hours, or additional academic contact hours.</p>
MACTE Competencies	Section D.3	<p>Knowledge is now - <i>Content Knowledge: Understands the theory and content regarding:</i></p> <p>Pedagogy is now <i>Pedagogical Knowledge: Understands the teaching methods and materials used regarding:</i></p> <p>Teaching with Grace and Courtesy is now <i>Practice: Can demonstrate and implement within the classroom:</i></p>
Evidence and Assessment Summary Table	Section D.6 – Criteria 2.3	The program downloads the Excel table directly from the portal. This table gives an overview of the assessments the program uses in the course, how they are graded, and in the case of renewals, the adult learners' grades for the last two cohorts.
Evidence and Assessment Rationale document	Section D.6 – Criteria 2.4	The program downloads a Word document directly from the portal. The program will outline all the assessments they use as evidence that the adult learners are mastering the material, what competencies that evidence is linked to, and why they rely on this evidence.

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Guest lecturer definition	Section D.7	A guest lecturer can teach more than 50% of courses that are not considered core or fundamental by the affiliate.
Records	Section D.8	Permanent records must be retained in accordance to their state/country requirements. It is recommended that program directors seek outside counsel (i.e., an attorney) for information regarding the retention of files.
Relocation of Additional Site	Section H.9	If moving an accredited additional location to a new location that is still in the same state, within 50 miles of previously approved additional location, and the new location will retain 75% of the previous faculty, the program may submit Substantive Change 7 – Change in Location.
Application timeline for additional locations	Section H.10	The program must submit an application for preliminary approval by MACTE at least five months before the course begins. Minimally, the preliminary application must include the Substantive Change Application Cover Sheet and Application for Substantive Change 8.
Establishment of a Residency Site	Section H.10	<p>A residency site is a location that is used by programs where the academic hours are primarily offered via distance education, and therefore the program might not have a primary location. This residency site is used for the in-residence hours of the course.</p> <p>Programs are required to pay annual fees and adult learner fees for each course level offered at a residency site. Approved residency sites operate until the program is scheduled for renewal of accreditation within its regular seven year cycle. At the time of reaccreditation, a one day on-site visit, while adult learners are present, is required for all residency sites in operation.</p>
Branch Campus	Section H.11	Clarified that a branch campus has to be more than 50 miles away from main location. Otherwise, if a different level is taught at a different location within 50 miles, it will still fall under the permanent site address.

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Interim Director and Interim location guidelines	Sections H.5 & H.9	MACTE requires notification if a program is either hiring an interim director or temporarily relocating their instruction location. In lieu of submitting substantive changes 3 and 7, there are items listed that need to be submitted along with the notification.
Onsite Visit no longer required for Substantive Change 6	Sections B.6 & H.8	A Substantive Change 6 (Change in Legal Status, Control or Ownership) no longer requires an onsite visit.
Changed references to “Distance Education” to “Online Education”	Throughout guide	