MATHTRACK Institute

MathTrack Institute
Program Review: March 2024

Initial Institutional Authorization: June 2023
Program Authorization (BS in Applied Mathematics): September 2023

Guided Links

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BPE Questions

1. **What is the status of the initial students in the first cohort (how many dropouts)?**
    a. We had 21 completed applications, and qualified and enrolled 12 for our initial cohort.
    b. We prioritized quality of applicants and alignment with our program over reaching the 25 maximum allowed students for the first cohort. We did not market to educators outside of our existing educator base that was already engaged with MathTrack's training programs for professional development purposes who had previously indicated interest in a degree.
    c. The cohort began with a pre-term starting February 1st, and officially began classes on February 15th. MathTrack planned the launch date of February 15th in October 2024, and successfully launched on time.
    d. MathTrack is providing coursework through its custom LMS which it developed specifically for the first cohort.

e. Because the cohort officially launched 2/15, there are no dropouts to report. However, two students who committed have expressed that personal and professional circumstances may inhibit their ability to participate in this initial cohort. It is likely our cohort size will be 10 students by the March 8th BPE board meeting.

2. **Did all students sign the disclosure form about not being qualified for licensure until they become accredited?**
   a. Yes, please see **Exhibit A** for the disclosure form that was signed. In addition, MathTrack enrollment advisors extensively discussed the accreditation status with each enrolled student during the registration process. See **Exhibit B** for the advisory meeting template that was used for each student.
   b. In total, there were three touchpoints for students to confirm their understanding of the accreditation status and its implications on ability to earn licensure, and agree to move forward.

3. **Are all the first cohort students employed in a school? If so, which schools? In what capacity?**
   a. Yes, all of the first cohort students are employed in an Indiana K-12 school setting. See **Exhibit C** for the list of students, their roles, and their schools.

4. **Are the mentors also from that school? If not, how are the mentors selected?**
   a. The mentors will also be from the school. The first assignment students complete is establishing their apprenticeship and appointing a mentor. A prerequisite for enrollment was that applicants must have their employers sign a letter of support for the apprenticeship as well as an agreement for the appointment of a mentor. See attached **Exhibit D** for the Employer Letter of Support.
   b. Mentors are selected in a collaborative process between the school administration, the student, and the mentor.
   c. Mentor teachers must have:
      i. a valid teaching license
      ii. a minimum of 2 years of teaching experience
      iii. pedagogical and content expertise in their area of licensure *(must be in secondary education, and recommended in a STEM field but not required)*
      iv. demonstrated they are effective in instruction and classroom management
      v. availability and willingness to serve as a mentor teacher, including: job shadowing, goal setting, lesson planning and review,

providing regular 1:1 feedback on progress, supporting the apprentice to reach proficiency on all apprenticeship competencies, and submitting progress updates to MathTrack Institute using the MathTrack Apprenticeship Rubric.

5. **What progress is being made toward becoming accredited?**
   a. MTI has begun the eligibility process. On November 29th, 2023 following MathTrack's application for eligibility to the HLC, HLC conducted its Initial Eligibility Interview, and later provided documentation of its guidance for MTI as it works toward filing the Letter of Intent to Submit Eligibility Filing. See **Exhibit E** of this letter from the HLC. The following were in attendance:
      i. MathTrack: Andrew Salmon, Dr. Christine Nemcik, Dr. Kevin Berkopes, Dr. Addie Angelov, Marian Bibb, and Nicholas Williams.
      ii. HLC: Andy Lootens (Vice President of Accreditation Relations), and Marla Morgen (VP and General Counsel)
   b. MTI has paid the following fees to the Higher Learning Commission
      i. Eligibility Process Application Fee: $6,500
      ii. Eligibility Process Interview Fee: $3,500
   c. MTI received the Post-Interview Letter from the HLC on December 11, 2023, which contained action items to take for moving forward with eligibility. The next step in the process is for MTI to attend the HLC workshops in April 2024 followed by submitting its Letter of Intent to Submit Eligibility Filing.
   d. **Timeline for Regional Accreditation:** These are estimates as much of it is contingent upon how much time it takes for the HLC processes:

Projected Date	Stage
April 2024	MTI to attend HLC Conference and Workshop for Accreditation before submitting LOI for Eligibility
June 2024	MTI Submits Letter of Intent to Submit Eligibility Filing
December 2024	MTI Submits Eligibility Filing - HLC required submission within a year of filing Letter of Intent
December 2025	HLC Peer Review of Filing Complete
March 2026	MTI submits LOI to Pursue Candidacy
March 2027 - March 2028	HLC Comprehensive Evaluation of Candidacy completed. MTI earns Regional Accreditation.

6. **In the meantime, is MathTrack Institute partnering with an accredited institution so graduates can become licensed before MathTrack Institute obtains accreditation?**
   a. Yes, MTI is partnering with accredited institutions so graduates may earn an accredited degree.
   b. **Reach University:**
      i. MTI is partnering with Reach University so that students of the first cohort, and subsequent cohort, will be able to graduate with a regionally accredited degree. This partnership includes a "host" relationship, where Reach will integrate the MathTrack program into its College of Arts and Science.
      ii. Students who choose to enroll in the Reach <> MathTrack program will complete all MathTrack's coursework and apprenticeship and earn a Reach University B.A. in Liberal Studies degree.
      iii. Below is the planned process for students to matriculate into Reach Enrollment:
         1. Current Cohort: Students will complete their first year with MathTrack. For the 2nd year, students have the option to enroll in Reach University to complete their 2nd year with MathTrack.
         2. Subsequent Cohorts: Future students will be able to enroll directly into Reach for the MathTrack program. This will enable students to access Title IV-related funding and earn a regionally accredited degree.
   c. **Purdue University Global**
      i. MTI has started an articulation with Purdue University Global. MTI expects that students will be able to transfer up to 60 semester credits into Purdue Global from the MathTrack program. Students will need to complete at least 25% of their credits through Purdue Global.

7. **Is data now available for the success rate for the Transition-to-Teaching program?**
   a. MathTrack has enrolled 90 total candidates to date in its T2T. Two candidates have dropped out of the program to date.
   b. MathTrack's T2T program celebrated its first completer from its inaugural cohort in December 2023 who has applied and received a 5-12 Math Teaching License from Indiana.
   c. The inaugural of nine (9) T2T candidates, which began in September 2022 is now nearing the completion of the program. By June 30th, 2024, we anticipate up to six (6) total completions from the inaugural (9) candidates. Achieving (6) completions from the first cohort would

provide a 67% completion rate of the first cohort, compared to the 14% average completion rate of non-IHE alternatives, and a 34% completion rate of IHE-based alternatives ([link](#)).

    i. While the inaugural T2T cohort is a small sample size and it is reasonable to assume future larger cohorts could have lower completion rates, the program has also made significant improvements since the first cohort began, increasing the promise of completions for future cohorts.

d. For an individualized view of the program data by cohort, please see **Exhibit F** of this document.

8. **When does MathTrack plan to seek authorization for a second cohort of students?**

    a. MathTrack is requesting authorization for a second cohort of up to 25 students at the March 8th BPE Board Meeting.

    b. For purposes of clarification because MTI has multiple programs for educators, MTI offers the following qualifications for avoidance of confusion:

        i. The second cohort limit of 25 students is applied only to MathTrack's direct offering of its B.S. in Applied Mathematics.

        ii. The second cohort limit of 25 students does not pertain to the following programs in which MathTrack is not offering to directly confer a B.S. in Applied Mathematics from MTI:

            1. **Institutional Partnerships**: The offering of the MathTrack program by an Accredited Institutional Partner offering an accredited degree by the Accredited Institutional Partner (AIP).

            2. **Registered Apprenticeship Program:** MathTrack Institute's offering of its Registered Apprenticeship Program (RAP) that is regulated by the U.S. Department of Labor as a stand-alone offering. The RAP is included as a portion of the MathTrack B.S. in the Applied Math program, but is also a stand-alone program. Apprentices that participate in the RAP can access workforce development funding and can decide to articulate the RAP into Accredited Programs that recognize MathTrack's RAP for credit including Reach University, Purdue Global, and/or MathTrack Institute's bachelor program as BPE authorization of additional cohorts allows.

            3. **Transition to Teaching:** MathTrack Institute's alternative math certification program which provides a pathway to a math teaching license for educators with an existing bachelor's degree.

Acknowledgment of Accreditation Status

The applicant seeks enrollment in the inaugural cohort of MathTrack Institute's Bachelor of Science in Applied Mathematics. The applicant affirms the following:

1. The applicant understands and acknowledges that MathTrack Institute (MTI) is approved by the Indiana Board of Proprietary Education but does not yet possess regional accreditation.
    - As a newly established higher education institution, MathTrack is in the process of applying for regional accreditation from the Higher Learning Commission.
    - Regional accreditation is a prerequisite for a degree to qualify for a state teaching license in Indiana.
    - To attain regional accreditation, a program must have graduates, and the cohort being applied for is intended to provide MTI's first graduates.
2. If the applicant desires a regionally accredited degree, MathTrack Institute will present options for transferring earned credits to an institution with regional accreditation. MTI has partnerships with Regionally Accredited Institutions that have reviewed and aligned credits from the MathTrack program into their own degrees so MathTrack students may earn a regionally accredited degree.
3. Please select one of the following:
    - ☐ I am interested in understanding how to transfer earned credits from MathTrack Institute to a regionally accredited degree program and intend to include this in my plan of study from the beginning.
    - ☐ I am not currently concerned about transferring earned credits through MathTrack Institute toward a regionally accredited degree program. (Any change in this preference must be communicated by the end of the first program year with MathTrack)

By signing below, the applicant acknowledges the above and understands the implications of MathTrack Institute's accreditation status on their eligibility for teacher licensure. Further, the applicant agrees to incorporate additional criteria into their MathTrack plan of study if desiring a regionally accredited degree.

_____
Applicant Name

_____
Signature

Exhibit B – Advisor Group Meeting

Feb 7, 2024 | ▫ Advisor Group Prep.

Attendees: Marian Bibb   Christine Nemcik   Chloe Jefferson

Agenda
     Financial Aid
     Degree Pathways
     Review Student Handbook and Course Catalog
     Credit for Prior Learning/ Program Map
     Sign up for classes
     Questions
     Up Next

MEETING NOTES	To be filled out by Advisor

Financial Aid Offer
● The first year's tuition is fully covered. Additional financial aid and scholarship opportunities will be available for the second year, though tuition will not cost more than $5,000, as that is the full yearly cost of the program.
   ○ We will encourage you to explore these options as more information becomes available.
● What is not included in tuition is 3rd party fees such as:
   ○ CPR Training
   ○ ETS ParaPro Assessment
   ○ Praxis tests
   ○ Etc.
	Do you have questions about your Financial Aid Offer?

Notes	
Degree Pathways ● MathTrack Institute has developed a new apprenticeship-based bachelor's degree program for working educators that has recently been approved by the state of Indiana. We are now in the beginning stages of seeking regional accreditation. It is important to note that in Indiana, a regionally accredited degree is required to qualify for teacher licensure. ● MTI will partner with Regionally Accredited Institutions that have reviewed and aligned credits from the MathTrack program into degrees at their institution so that MathTrack students may earn regionally accredited degrees.	Is the apprentice planning on pursuing a teaching license after graduation? ☐ Yes ☐ No Is the apprentice interested in pursuing further higher education after graduation? ☐ Yes ☐ No

☐ I am interested in understanding how to transfer earned credits from MathTrack Institute to a regionally accredited degree program and intend to include this in my plan of study from the beginning. ☐ I am not currently concerned about transferring earned credits through MathTrack Institute toward a regionally Accredited Degree program. (Any change in this preference must be communicated by the end of the first program year with MathTrack) ● *If applicable: Additionally, it is important to understand that MathTrack Institute's bachelor's degree program is not an education degree, and additional steps will be required after graduation to become a licensed teacher.* ● *Graduates from the accredited pathway will qualify for an emergency permit with which they can hold a full-time teaching position.*	

Notes
- To become accredited, any institution must first have a graduating class to provide the data necessary for completing this process.
- MathTrack is committed to providing each apprentice with as smooth of a path toward a degree (and licensure) as possible while still helping them to meet all of their goals.

Review Student Handbook and Course Catalog
● You received a copy of the
  📄 MathTrack Institute Student Handbook 02_2024.pdf for your records.
● It includes:
  ○ A Welcome Letter from our CEO, Dr. Kevin Berkopes
  ○ Outline of the degree program
  ○ List of all program courses with descriptions
  ○ Some basic MathTrack Institute policies
    ■ *(Further policies will be available on our website)*
	After your review of the document, do you have any questions?

Notes

Credit for Prior Learning/ Program Map ● The whole program can be as little as four semesters long. ● You can complete an entire bachelor's degree in this amount of time because:	**Credit for Prior Learning** Work experience: ____ Coursework:____ Total: ___

- We can award up to 21 transfer credits for prior coursework at other institutions of higher education, and 9 credits for work experience. - Many credits in our program are earned through apprenticeship courses which are competency-based. - Many of the math courses are assessment-based and designed for you to earn the credits by passing an assessment demonstrating knowledge of the material. - When needed, there are provided practice assignments, lessons, and additional support for apprentices to gain the required knowledge. - Additionally, our semesters are longer than traditional semesters averaging around 6 months. - This semester is Feb 15th - Aug 1st - To be on track to graduate in two years, apprentices need to take an average of 23 credit hours per semester. *If applicable: review Financial Aid Offer, Addendum for Applicants with Fewer Than 12 Transfer Credits.*	

Notes
- We offer an apprenticeship-based bachelor's degree program with concentrations in teaching and applied mathematics. We can only accept a maximum of 21 transfer credit hours from prior institutions because of the apprenticeship and applied math requirements.

Sign up for Classes - Review Program Mapping and Semester Planning Template - Review recommended classes - Some courses will have earlier due dates than the end of the semester – APP 221 is an example of this - First course you should start with - Setting up the apprenticeship with your school - One of your first assignments will be to formalize your mentor teacher - your apprenticeship can not officially begin until this is in place.	Teacher Training Courses Completed: 1. 2. 3.

Notes
- For the first semester it is not recommended to take more than 23 credit hours
- If you are completing courses more quickly than anticipated, you may message your advisor and enroll in additional courses.
  - Assessment-based math courses may be a good option.

Questions?	Do you have any other questions?

Notes	

Up Next
  ● Next week will include your intro to the Tech and our LMS
    ○ *If the apprentice was working in the Teacher Training Program, their courses will transfer to the MathTrack app.* ***All courses moving forward will be in the MathTrack app, not Perceivant.***
  ● We have a synchronous semester kick-off activity the day after classes begin to make sure everyone is set up for success.
  ● I will reach out throughout the first semester to check-in.
  ● Reach out with questions!
    ○ Can always go to help@mathtrack.co
  ● You are part of the Trailblazer cohort, so your feedback is super important to us! It will help form the experience for many future students to come after you. Be on the lookout for opportunities to share.	

Notes ● You get access to your courses starting Thursday, February 15th. If you have questions, once you get started bring them to the semester kick-off activity on Friday, February 16th.	

Exhibit C – First MTI B.S. in Applied Math Cohort Enrollees

Student	Role	School (District)	City
Student 1	Middle School Math Teacher	Gary Lighthouse Charter School	Gary
Student 2	Behavior Support Specialist	Shortridge High School (IPS)	Indianapolis
Student 3	Dean of Students	Anderson High School (Anderson Community)	Anderson
Student 4	Teaching Aide	St. Joseph Hessen Cassel	Fort Wayne
Student 5*	Adjunct 8th Grade Math Teacher	Creston Intermediate & Middle School (MSD Warren Township)	Indianapolis
Student 6	Adjunct Math Teacher	Norwell High School (Norwell Community Schools)	Ossian
Student 7	P.E. Teacher	Shenandoah Elementary School	Middletown
Student 8	Secretary	Rise Up Academy (South Bend Community)	South Bend
Student 9	Adjunct Math Teacher	McCutcheon High School (Tippecanoe School Corp)	Lafayette
Student 10*	Middle School Math & Science	St. John the Baptist Catholic School	South Bend
Student 11	Instructional Assistant	Dynamic Minds Academy	Indianapolis
Student 12	Communication Facilitator	Adams High School (South Bend Community)	South Bend

Students that may discontinue because of personal and professional circumstances. One is considering taking a job outside education and the other may be switching to a non-math subject area.

Letter of Support for Applicant to MathTrack Institute's Apprenticeship-Based Bachelor's Degree Program

This Letter of Support is designed for school principals of applicants to MathTrack Institute's apprenticeship-based bachelor's degree. This is not a financial commitment. By agreeing to the Letter of Support, you are acknowledging that you understand and are willing to provide an environment that meets the requirements of the apprenticeship.

Apprentice Work Requirements

Your employee is applying for an apprenticeship-based bachelor's degree program through MathTrack Institute. The program requires asynchronous coursework as well as on-the-job training working with students. The apprenticeship portion must be conducted in a school and is designed to be completed over 2 years.

Year 1 Requirements
- 20 hours per week working with students in grades 5-12 (mathematics classroom preferred but not required for Year 1)

Year 2 Requirements
- 25 hours per week working in a mathematics classroom setting with students in grades 5-12 (mathematics classroom required)

___ [Initial] I understand the apprentice work requirements above must be met for each year of the 2-year apprenticeship, which would begin at the time at which the applicant is accepted and enrolled in the program.

Mentor Teacher Requirements
Apprentices must be provided with a mentor teacher who will support them in gaining work-based competencies throughout their 2-year apprenticeship.

Mentor teachers must have:

- a valid teaching license
- a minimum 2 years of teaching experience
- pedagogical and content expertise in their area of licensure **(must be in secondary education, and recommended in a STEM field but not required)**
- demonstrated they are effective in instruction and classroom management

- availability and willingness to serve as a mentor teacher, including:
  - job shadowing,
  - goal setting,
  - lesson planning and review,
  - providing regular 1:1 feedback on progress,
  - supporting the apprentice to reach proficiency on all apprenticeship competencies, and
  - submitting progress updates to MathTrack Institute using the MathTrack Apprenticeship Rubric.

___ [Initial] I understand the mentor teacher requirements above must be met to provide a qualified mentor teacher to the apprentice for the duration of their 2-year apprenticeship.

School Principal Requirements

As the principal supporting the prospective apprentice, you would agree to the following:
- Ensure the applicant has the opportunity to meet the work hour and instructional requirements above.
- Identify a qualified mentor teacher to work with the apprentice.
- Meet with the mentor teacher during the apprenticeship (as needed) to review progress.
- Collaborate with MathTrack Institute on the apprenticeship experience and improvement of the program.

Principal Sign Off

I, _____ [name here],

       ☐ ACCEPT
       ☐ DECLINE

to support _____ [Insert Employee Name] throughout a 2-year apprenticeship experience while they are employed by my school as they pursue an apprenticeship-based bachelor's degree through MathTrack Institute, meeting all requirements listed on this document.

_____   _____
Name   Signature
_____   _____
Title   Email/Phone

Exhibit E - HLC Post Interview Letter

(Access via this link)

Exhibit F – T2T Progress Data

Candidate Name and Status	Cohort Start	Sep. 2022 Cohort 1	Jan - Jun '23 Cohort 2	July - Sep '23 Cohort 3	Sep '23 - Mar '24 Cohort 4 ISTEM
Candidate 1	Complete	100%			
Candidate 2	Active	93%			
Candidate 3	Active	93%			
Candidate 4	Active	90%			
Candidate 5	Active	86%			
Candidate 6	Active	68%			
Candidate 7	Active	62%			
Candidate 8	Active	47%			
Candidate 9	Dropped Out	n/a			
Candidate 10	Active		57%		
Candidate 11	Active		56%		
Candidate 12	Active		48%		
Candidate 13	Active		37%		
Candidate 14	Active		34%		
Candidate 15	Active		30%		
Candidate 16	Active		26%		
Candidate 17	Active		26%		
Candidate 18	Active		25%		
Candidate 19	Active		25%		
Candidate 20	Active		24%		
Candidate 21	Active		24%		
Candidate 22	Active		23%		
Candidate 23	Active		21%		
Candidate 24	Active		21%		
Candidate 25	Active		20%		

Candidate 26	Active		19%		
Candidate 27	Active		17%		
Candidate 28	Active		16%		
Candidate 29	Active		15%		
Candidate 30	Active		12%		
Candidate 31	Active		10%		
Candidate 32	Active		10%		
Candidate 33	Active		5%		
Candidate 34	Active		5%		
Candidate 35	Active		4%		
Candidate 36	Active		4%		
Candidate 37	Active		4%		
Candidate 38	Active		4%		
Candidate 39	Active		3%		
Candidate 40	Active		1%		
Candidate 41	Active			21%	
Candidate 42	Active			19%	
Candidate 43	Active			16%	
Candidate 44	Active			13%	
Candidate 45	Active			12%	
Candidate 46	Active			10%	
Candidate 47	Active			9%	
Candidate 48	Active			8%	
Candidate 49	Active			5%	
Candidate 50	Active			3%	
Candidate 51	Active			3%	
Candidate 52	Active			2%	
Candidate 53	Active				56%
Candidate 54	Active				36%
Candidate 55	Active				27%
Candidate 56	Active				25%
Candidate 57	Active				24%

Candidate 58	Active				23%
Candidate 59	Active				22%
Candidate 60	Active				20%
Candidate 61	Active				17%
Candidate 62	Active				9%
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Candidate 87	Active				0%
Candidate 88	Active				0%
Candidate 89	Active				0%

Candidate 90	Active				0%
Candidate 91	Active				0%
Candidate 92	Dropped Out				n/a