

CHAPTER 3600
MINNESOTA CENTER FOR ARTS EDUCATION
SCHOOL AND PROGRAMS ADMISSION

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3600.0010 DEFINITIONS.

Subpart 1. **Scope.** The terms used in parts 3600.0010 to 3600.0070 have the meanings given them in this part.

Subp. 2. **Board.** "Board" means the board of the Minnesota Center for Arts Education established in Minnesota Statutes, section 129C.10, subdivision 1.

Subp. 3. **Director.** "Director" means the individual appointed by the board under Minnesota Statutes, section 129C.10, subdivision 4, paragraph (a), clause (1), to administer the Center for Arts Education.

Subp. 4. **Full-time high school program.** "Full-time high school program" means the Center for Arts Education full-time pilot interdisciplinary academic and arts program for 11th and 12th grade pupils, as defined in Minnesota Statutes, section 129C.10, subdivision 3, paragraph (f), clause (1).

Subp. 5. [Repealed, 14 SR 1928]

Subp. 6. **School record.** "School record" means a transcript of courses taken at the secondary level and their accompanying grades, secondary level attendance records, and any disciplinary action that pertains to the applicant's work at the secondary level.

Statutory Authority: *MS s 129C.10*

History: 13 SR 528; 14 SR 1928

3600.0020 HOW THIS CHAPTER APPLIES.

Parts 3600.0010 to 3600.0070 prescribe the application, arts review, and evaluation processes for pupils wanting admission to the full-time high school program. Participants in center programs under Minnesota Statutes, section 129C.10, subdivision 5, are not included in the application, arts review, and evaluation process in parts 3600.0010 to 3600.0070.

Statutory Authority: *MS s 129C.10*

History: 13 SR 528

3600.0030 APPLICATION PROCESS.

Subpart 1. **Eligible applicants.** An eligible applicant is a pupil who would be considered a resident entitled to a free education under Minnesota Statutes, section 120.06, as of December 15 of each year, who meets the following requirements:

A. For the full-time high school program, pupils who will be in the 11th grade the following September.

B. For the programs, for intensive one week or two week long seminars, pupils who will be in grades nine or ten the following September; for summer institutes, pupils who will be in grades nine to 12 the following September; and for artistic mentor and regional programs, pupils who will be in grades nine to 12 the following September.

Subp. 2. **Application forms for the full-time high school program.** Eligible applicants may apply for admission to the full-time high school program by com-

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pleting application forms. The center must supply the forms by October 1 each year. Application forms will be available at the center's central office, Monday through Friday, 8:00 a.m. to 4:30 p.m. Additionally, the center will mail forms to all high school buildings in the state. Application forms must be mailed back to the center, and be postmarked by December 15, to be considered for admission into the full-time high school program.

Subp. 3. Other information required. An applicant to the full-time high school program must submit a school record and two recommendations. The recommendations must be submitted on forms provided by the center. One recommendation must be from an academic source selected by the applicant's school principal. The other recommendation must be from an artistic reference chosen by the applicant.

Subp. 4. Number of applications. An individual may apply up to two times for admission into the full-time high school program.

Statutory Authority: *MS s 129C.10*

History: *13 SR 528; 14 SR 1928*

3600.0040 ARTS REVIEW PROCESS.

Subpart 1. Participation; place. Applicants to the full-time high school program must participate in an arts review process. Reviews will be held in three locations, one in the metropolitan area, one in northern Minnesota, and one in southern Minnesota, from January to mid March each year. Locations will be determined by the board.

Subp. 2. Arts review team. The board must appoint six arts review teams. Teams must have three members each: one professional educator, one professional artist, and one staff member from the center. Team members will be replaced by the board as necessary.

Subp. 3. Areas of review. An applicant must be reviewed in the primary area of specialty designated on the application, within the following categories: dance, literary arts, media arts, music, theater arts, and visual arts. An applicant may apply to be reviewed in more than one specialty area. If application is made for review in more than one specialty area, the applicant must be reviewed in each area in which the director determines the applicant has reviewable artistic potential.

Subp. 4. Arts review evaluation. The arts review team will evaluate applicants' artistic potential in three broad areas:

A. skills/proficiency, which is the ability to effectively communicate the arts specialty area, 30 possible points;

B. creativity/imagination, which is the ability to develop inventive, personal, concise expressions within the arts specialty area, 30 possible points; and

C. attitude, which is the level of motivation, commitment, and energy for activities within the arts specialty area, 40 possible points.

An applicant must score at least 20 points in skills/proficiency, 20 points in creativity/imagination, and 25 points in attitude in order to be considered further for admission.

Subp. 5. Arts review activities. Applicants will be evaluated by the arts review team in the following activities:

A. Demonstration of an example or examples of the applicants' previous arts activities, products, and abilities. The arts review team will evaluate the demonstration with the following criteria:

(1) to what degree do the applicants possess a potential for rapid acquisition of skills needed to effectively communicate their arts specialties, (skills/proficiency), zero to 15 points;

(2) at what level do the applicants demonstrate a personal creative

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expression within their arts specialty areas, (creativity/imagination), zero to ten points; and

(3) to what extent do the applicants demonstrate commitment, energy, and motivation to their arts specialty areas, (attitude), zero to ten points.

B. Spontaneous individual and group activities that highlight individual creativity and group interaction. These activities will be related to the applicants' specialty areas. The arts review team must evaluate the activities according to the following criteria:

(1) to what degree do the applicants' responses demonstrate personal, imaginative expressions, (creativity/imagination), zero to five points; and

(2) to what extent do the applicants demonstrate a willingness to participate energetically, (attitude), zero to ten points.

C. Solution to an arts oriented assignment. Two weeks before the arts review meeting, the center will send applicants an arts oriented assignment specific to their specialty areas. Applicants will bring the solution to the assignment to the arts review meeting and present it to the arts review team. The arts review team will evaluate the solution according to the following criteria:

(1) to what extent does the solution demonstrate skill and proficiency effectiveness, (skills/proficiency), zero to 15 points; and

(2) to what extent does the solution represent an imaginative, creative solution, (creativity/imagination), zero to 15 points.

D. Participation in an interview. The arts review team will interview applicants using a list of questions prepared by the director to assess their motivation and commitment to their arts specialty area or areas, (attitude), zero to ten points.

Statutory Authority: *MS s 129C.10*

History: *13 SR 528; 14 SR 1928*

3600.0050 FINAL REVIEW TEAM.

The final review team will examine all application materials including the arts review team evaluations, and will select pupils for placement. The final review team includes the director, two program associates from the center selected by the director and the following persons selected by the board: a Minnesota performing artist, a Minnesota visual artist, a Minnesota literary artist, two educators from the Minnesota public school system, and a psychologist.

Statutory Authority: *MS s 129C.10*

History: *13 SR 528; 14 SR 1928*

3600.0060 EVALUATION BY THE FINAL REVIEW TEAM.

Subpart 1. **Applicants' school records.** Applicants' school records must be evaluated by the final review team designated in part 3600.0050. They must examine three factors in the school records: consistent failing or below average grades, severe drops in grades, and consistent high absentee rates. If any of these three factors appear, the final review team will request additional information from the applicants and the applicants' home schools to determine if these factors would make placement in the full-time high school program inappropriate. If the information is not received within two weeks after the center's request, a decision will be based on the information previously provided.

Subp. 2. **Recommendations.** The final review team must read the applicants' recommendations to determine the applicants' attitudes about prior learning in the academic and arts areas. The final review team may assign from zero to five points for each recommendation. The final review team will assign points in the area of attitude according to what extent the recommendations demonstrate an applicant's motivation and commitment to learning.

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Subp. 3. Arts review process results. If an applicant remains in the process after evaluation of information in subpart 1, all information gathered as described in parts 3600.0040, subparts 4 and 5, and 3600.0060, subpart 2, will be placed on a matrix, assigned a numerical rating, and totaled for a final score. This process will be done by the final review team. The final review team will chart scores on the matrix according to the congressional districts of all applicants. An equal number of applicants must be selected from each congressional district. If a congressional district does not have enough qualified applicants to fill its quota, the remaining positions shall be distributed equally to qualified applicants from other congressional districts.

Statutory Authority: *MS s 129C.10*

History: *13 SR 528; 14 SR 1928*

3600.0070 APPEAL PROCESS.

Subpart 1. Informal appeal. Applicants or applicants' parents may make written requests for explanations of the denial of placement within ten days of the denial date. The director must reply, in writing, within one week of having received the request for explanation of the denial of placement, with a detailed explanation of the review process and reasons for the denial of placement.

Subp. 2. Formal appeal. If the denial of placement is still in dispute, applicants or applicants' parents may take their cases to the appeals subcommittee of the board by submitting a written request explaining the reasons they believe the denial was incorrect within 20 days of the date of the director's written explanation of the denial. The subcommittee must review the appeal, the review team's evaluation, and the director's explanation, and make final recommendations to the full board for adoption within two weeks of having received the written request. The appeals process ends with the formal action of the board at its next scheduled meeting.

Statutory Authority: *MS s 129C.10 subd 4a*

History: *13 SR 528*