

ATTACHMENT - 7A

Academic Policy Series

1622.20A

ADD, CHANGE OR DELETE UNIT, PROGRAM REQUIREMENTS, OR ACADEMIC POLICIES

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit or to change program policies. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

SECTION I: Approvals

Department / Program Chair _____ Date Submitted _____

Graduate Council Chair _____ Date _____

College Dean _____ Date _____

Faculty Senate Chair _____ Date _____

Honors College Dean _____ Date _____

Provost _____ Date _____

Core Curriculum Committee _____ Date _____

Board of Trustees Approval/Notification Date _____

University Course and Programs Committee _____ Date _____

Arkansas Higher Education Coordinating Board Approval/Notification Date _____

SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit: Major/Field of Study Minor Other Unit _____ Policy

Level: Undergraduate Graduate Law Effective Catalog Year **2008**

Current Name **Educational Specialist (Ed.S.)**

College, School, Division **EDUC**

Department Code **CIED**

Current Code (6 digit Alpha) **EDADES**

Proposed Code (6 digit Alpha) **EDLEES**
Prior approval from the Office of the Registrar is required.

Interdisciplinary Program

CIP Code **13.0401**
Prior assignment from Office of Institutional Research is required.

Proposed Name _____

When a program name is changed, enrollment of current students reflects the new name.

SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE <<http://www.adhe.arknet.edu.aadept.html>>.

Program proposal uses courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

SECTION IV: Eliminate an Existing Program/Unit

Code/Name _____ Effective Catalog Year _____

No new students admitted to program after Term: ____ Year: _____

Allow students in program to complete under this program until Term: ____ Year: _____

SECTION V: Proposed Changes to an Existing Program or Program Policies

Insert here a statement of the exact changes to be made: Change all course designators from EDAD (Educational Administration) to EDLE (Educational Leadership).

Check if either of these boxes apply and provide the necessary signature:

Program change proposal adds courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

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- Program change proposal deletes courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
 Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
 Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
 Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
 Change in Program Policies

SECTION VI: Justification

Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)

There is a proposed change being made to the Master of Education degree to change the name from Educational Administration to Educational Leadership. All course designators would be changed from EDAD to EDLE. It would be desirable that the classes for the Educational Specialist (Ed.S.) also be changed to insure consistency in the program.

SECTION VII: Catalog Text and Format

Insert the current catalog text which is to be changed, with proposed changes identified in Section V inserted and tracked in Microsoft Word. Because this form will not allow you to track changes automatically, please highlight all changes with the color yellow. Only changes explicitly stated in Section V will be considered for approval by the University Course and Programs Committee, the Graduate Council and the Faculty Senate. If you are proposing a new program, give proposed text with all of the elements listed below. If you are proposing modified text, include these elements as appropriate.

Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.
- State eight-semester plan requirements

For minors, state requirements in terms of hours, required courses, electives, etc.

For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.

For Law School program/units, prepare text consistent with current catalog style.

For centers, prepare text consistent with current catalog style.

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Current Catalog Text

Carleton Holt

Program Coordinator

250 Graduate Education Building

479-575-5112

E-mail: cholt@uark.edu

<http://coehp.uark.edu/>

• Associate Professors Elliott, Holt

• Assistant Professor Kimbrell

• Visiting Assistant Professor Gooden

• Adjunct Assistant Professors Dickerson, Jones, Murry, Rollins,

Smith

• Executive-in-Residence Carnine

Degrees Conferred:

M.Ed. (EDAD)

Ed.S., Ed.D. (EDUC)

Certificates Conferred:

Arkansas Curriculum/Program Administrator (non-degree)

(ACPACG)

Building-Level Administration (non-degree) (PSBLGC)

District-Level Administration (non-degree) (PSDLGC)

Areas of Concentration: Graduate programs in Educational

Administration are designed to prepare qualified persons for a variety of leadership roles. Areas of concentration include: 1) principalships and other school-site administrative and supervisory positions; 2) superintendents and other central administrative personnel; 3) federal and state governmental positions in education; and 4) the educational administration professoriate.

Primary Areas of Faculty Research: School bond elections; school leadership; school board/community relations; academically distressed schools; educational policy; school finance litigation; school finance; effective schools; rural schools; data analysis; educational research.

Prerequisites for Acceptance to the Graduate Certificate

Programs: Applicants must meet University requirements for admission to the Graduate School as non-degree-seeking students. In addition, to receive the graduate certificate in district-level administration, applicants must have a valid teaching license, a master's degree, and a valid building-level administration license.

Requirements for Building or District level Graduate

Certificates: 18 semester hours from the appropriate list of courses with a grade-point average of 3.0:

Building-Level Administration (18 hours)

EDAD 5023 The School Principalship

EDAD 5053 School Law

EDAD 5093 Effective Leadership in School Settings

EDAD 574V Building-Level Internship (3 hours)

EDAD 599V Seminar: Analytical Decision Making (3 hours)

EDAD 599V Seminar: Building-Level School Finance (3 hours)

District-Level Administration (18 hours)

EDAD 6023 School Facilities Planning/Management

EDAD 6053 School-Community Relations

EDAD 6093 School Governance

EDAD 6103 School Finance

EDAD 6173 School Business Management

EDAD 674V District-Level Internship (3 hours)

Note: If the certificate candidate is an experienced and practicing administrator at another administrative licensure level, the six required courses may be reduced by one course for a total of 15 hours past prerequisites. All certificate program of study courses must be completed within five years before submission to the Arkansas Department of Education.

Requirements for the Graduate Certificate in Curriculum/

Program Administrator: To receive the graduate certificate in

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Curriculum/Program Administrator, students are required to have a valid teaching license and a master's degree. The program of study includes the following 15 hours of Educational Administration core courses that constitute the standards associated with that body of knowledge and the application of appropriate skills and dispositions to be a successful school administrator. All courses are required, but do not have to be completed in any particular order. Candidates may present acceptable course work for transfer credit by presenting official transcripts from an NCATE accredited and approved educational administration program of study, but a maximum of six hours of transfer work may be used to fulfill the requirements of the certificate. Candidates will complete required course projects and activities related to the area of specialization.

Educational Administration Courses

EDAD 5013 School Organization & Administration

EDAD 5063 School Personnel Administration & Supervision

EDAD 5093 Effective Leadership in School Settings

EDAD 599V Seminar: Analytical Decision-Making

EDAD 599V Seminar: School Building Finance

CIED 674V Internship in Specialty Area

Special Education Courses (15 hours)

CIED 532V Internship in Special Education

CIED 5733 Inclusive Practices for Diverse Populations

CIED 5783 Professional and Family Partnerships

CIED 5893 Organization/Administration of Special Education

CIED 6433 Legal Aspects of Special Education

Curriculum and Instruction (15 hours)

CIED 5423 Curriculum Reconstruction

CIED 5453 Evaluation Techniques

CIED 5613 Contemporary Issues in Education

CIED 6013 Curriculum Development

CIED 674V Internship

Prerequisites at the master's level may be required according to the candidate's area of specialization. A faculty representative from the area of specialization will make this determination at the time of admission.

Prerequisites for Acceptance to the M.Ed., Ed.,S., and Ed.D.

Programs: In addition to meeting University requirements for admission to the Graduate School, all candidates seeking admission to any educational administration program must complete program application procedures, which include submission of proof of a currently valid teaching certificate and three supporting letters of recommendation.

All educational specialist and doctoral applicants must submit a Miller Analogies or Graduate Record Examination score, an autobiographical sketch and writing sample, and evidence of a minimum of two years of professional experience. An interview with members of the educational administration faculty to demonstrate compatibility of program course offerings with the applicant's goals and interests is required.

Requirements for the Master of Education Degree: (Minimum 33 hours.) The master's degree in Educational Administration is designed primarily to provide professional preparation for students seeking administrative positions in elementary and secondary schools. The 33 graduate semester-hour program (or 27 hours and a thesis) includes a minimum of 24 graduate semester hours of course work in Educational Administration (including an internship), and 9 semester hours of required College of Education and Health Professions core courses.

Requirements for the Educational Specialist Degree: The specialist degree program in Educational Administration is designed primarily to provide professional preparation for students involved in school-site administration and those individuals who have districtwide administrative responsibilities.

The specialist degree program requires completion of a minimum of 30 graduate semester hours with the number of actual credit hours a function of the previous educational background of each student and his or her goals. This includes 15 semester hours in educational

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SECTION VIII: Action Recorded by Registrar's Office

PROGRAM INVENTORY/DARS

PGRM _____ SUBJ _____ CIP _____ CRTS _____
DGRE _____ PGCT _____ OFFC&CRTY VALID _____

REPORTING CODES

PROG. DEF. _____ REQ. DEF. _____
Initials _____ Date _____

Distribution

Notification to:

- (1) College (2) Department (3) Admissions (4) Institutional Research (5) Continuing Education (6) Graduate School
(7) Treasurer (8) Undergraduate Program Committee

5/1/07