Code # Enter text…

**Letter of Notifications**

**[ ] Undergraduate Curriculum Council**

**[x ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Jacques Singleton | 4/20/2017 |   **Department Curriculum Committee Chair** | |  |  | | --- | --- | | Rob Williams | 4/26/2017 |   **COPE Chair (if applicable)** |
| |  |  | | --- | --- | | Steve Bounds | 4/20/2017 |   **Department Chair:** | |  |  | | --- | --- | | Mary Jane Bradley | 4/27/2017 |   **Head of Unit (If applicable)** |
| |  |  | | --- | --- | | Wayne W. Wilkinson | 4/21/2017 |   **College Curriculum Committee Chair** | |  |  | | --- | --- | | Shawn Drake | 5/1/2017 |   **Undergraduate Curriculum Council Chair** |
| |  |  | | --- | --- | | Mary Jane Bradley | 4/25/2017 |   **College Dean** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** [**curriculum@astate.edu**](mailto:curriculum@astate.edu) **or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.**

**1.Contact Person** (Name, Email Address, Phone Number)

**Dr. Steve Bounds, Interim Chair of Educational Leadership, Curriculum and Special Education,** [**sbounds@astate.edu**](mailto:sbounds@astate.edu)**, 972-2123**

**Bulletin Changes**

|  |
| --- |
| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

Insert after page 140 in 2016-2017 Graduate Bulletin

CERTIFICATE IN EDUCATIONAL LEADERSHIP – SUPERINTENDENT

The Certificate in Educational Leadership – Superintendent is for individuals who already hold a graduate degree in educational leadership but who wish to become licensed as a school superintendent and who do not wish to pursue an additional degree. To gain admission to this certificate program, applicants must hold a minimum of a master’s degree and meet the admissions requirements for the degree of Specialist in Education – Educational Leadership: Superintendency track and have completed the following prerequisite courses:

ELAD 7033 Contemporary Issues

ELAD 7073 Schooling in a Pluralistic Society

ELCI 7523 Curriculum Theory & Practice

ELFN 7583 Evaluation of Educational Programs

Educational Leadership

Certificate in Educational Leadership

Superintendency

|  |  |
| --- | --- |
| University Requirements: |  |
| See Graduate School Degree Policies for additional information |  |
| Program Requirements: | Sem Hrs. |
| ELAD 7103, School District Administration | 3 |
| ELAD 7013, School Personnel Administration | 3 |
| ELAD 7043, Management of Operational Systems | 3 |
| ELAD 7023, School Business Management | 3 |
| ELAD 7473, Field Study | 3 |
| ELAD 7493, Supervised Internship | 3 |
| Total Required Hrs. | 18 |

LETTER OF NOTIFICATION - 10

GRADUATE CERTIFICATE PROGRAM

(12-21 SEMESTER CREDIT HOURS)

1. Institution submitting request: **Arkansas State University**

1. Contact person/title: **Dr. Gina Hogue / Associate Vice Chancellor for Teaching and Learning**
2. Phone number/e-mail address: **(870) 972-2030, ghogue@astate.edu**
3. Proposed effective date: **Fall 2017**
4. Name of proposed Graduate Certificate Program (Program must consist of 12-21 semester credit hours from existing graduate courses): **Superintendent Certificate**
5. Proposed CIP Code: **13.0408**
6. Reason for proposed program implementation:   
     
   **The College of Education & Behavioral Science offers the Ed.S. degree with different emphasis tracks (principal, curriculum director, special education director, or gifted, talented, creative director). Students holding this degree often want to add the superintendent endorsement to their license. This Graduate Certificate program is designed to help students achieve the endorsement. Enrollment in this certificate program will be limited to those individuals who possess an Ed.S. degree with emphasis in one of the four areas mentioned previously or who have taken the following prerequisite courses: ELAD 7033 Contemporary Issues, ELAD 7073 Schooling in a Pluralistic Society, ELCI 7523 Curriculum Theory & Practice, and ELFN 7583 Evaluation of Educational Programs. This certificate allows educators to obtain a license to serve as a superintendent in K-12 schools. The six required classes and the four prerequisites are identical to the ten classes required for the approved Ed.S. degree with emphasis in school superintendent.**
7. Provide the following:
   1. Curriculum outline - List of courses in new program – Underline required courses

|  |  |
| --- | --- |
| **ELAD 7103** | **School District Administration** |
| **ELAD 7013** | **School Personnel Administration** |
| **ELAD 7043** | **Management of Operational Systems** |
| **ELAD 7023** | **School Business Management** |
| **ELAD 7473** | **Field Study** |
| **ELAD 7493** | **Supervised Internship** |

* 1. Total semester credit hours required (Program range: 12-21 graduate semester credit hours):   
       
      **18**
  2. New courses and course descriptions:   
       
     **None**
  3. Program goals and objectives:  
       
     **This program is designed for licensed educators who wish to obtain a K-12 Superintendent License.**
  4. Expected student learning outcomes:  
       
     **Upon completion of the program the student will demonstrate that he or she promotes the success of every student by**
     1. **facilitating development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all appropriate stakeholders.**
     2. **advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth**
     3. **ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.**
     4. **collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.**
     5. **acting with integrity, fairness, and in an ethical manner.**
     6. **understanding, responding to, and influencing the political, social, economic, legal, and cultural context.**
  5. Documentation that program meets employer needs:

**See #9 below. The program is a modification of an existing approved degree program (Ed.S. – superintendent track). The certificate allows individuals to add to their existing license to enable them to serve as a Superintendent in the K-12 schools.**

* 1. Student demand (projected enrollment) for program:   
       
     **25**
  2. Name of institutions offering similar program and the institution(s) used as a model to develop the proposed program:

**Model Used: Existing Arkansas State University Arkansas Ed.S. degree requirements for the superintendent track**

* 1. Scheduled program review date (within 10 years of program implementation):  
       
     **Fall 2025**

1. Provide documentation that proposed program has received full approval by licensure/certification entity, if required. (A graduate certificate offered for teacher/educator administrator licensure must be reviewed/approved by the Arkansas Department of Education prior to consideration by the Coordinating Board; therefore, the Education Protocol Form must be submitted to ADHE along with the Letter of Notification.)

1. Institutional curriculum committee review/approval date:

**5/01/2017**

1. Will this program be offered on-campus, off-campus or via distance delivery? If yes, indicate mode of distance delivery:   
     
   **Distance Delivery**
2. Identify off-campus location. Provide a copy of e-mail notification to other institutions in the area of the proposed off-campus program offering:   
     
   **NA**
3. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date: **5/01/2017**

Board of Trustees Notification Date: **6/08/2017**

Chief Academic Officer: Lynita Cooksey Date: 5/01/2017