**LETTER OF NOTIFICATION – 13**

**EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY**

***Institutions with at least one certificate or degree program approved for distance technology by the Arkansas Higher Education Coordinating Board must submit Letter of Notification-13 to request approval to offer additional existing (on-campus) certificates or degrees via distance technology. The institution must submit to ADHE a copy of the e-mail notification to the Higher Learning Commission (HLC) about the proposed distance technology program. If HLC requires a focused visit for the proposed distance technology program, please submit the scheduled review date.***

**Definitions**

***Distance technology (e-learning) – When technology is the primary mode of instruction for the course (50% of the course content is delivered electronically).***

***Distance instruction – When a course does not have any significant site attendance, but less than 50% of the course is delivered electronically, e.g., correspondence courses.***

***Distance program – When at least 50% of the major courses are delivered via distance technology.***

1. Institution submitting request: Arkansas State University
2. Contact person/title: Dr. Gina S. Hogue, Associate Vice-Chancellor for Academic Services
3. Telephone number/e-mail address: 870-972-2030 ghogue@astate.edu
4. Name of Existing Certificate or Degree: Master of Science in Education – Early Childhood Education
5. Proposed Effective Date for distance technology delivery: 05-01-2017
6. CIP Code: 13.1210
7. Degree Code: 6710

**PROGRAM INFORMATION**

1. Program summary/justification for offering program by distance technology:

*There is an increasing population of working adults (teachers) who are looking to complete their degree. The majority of these potential students prefer the flexibility of an online degree. Teachers have many out-of-school- time responsibilities related to professional duties, also often making travel to a campus difficult in the summer as well as for night classes. Quality courses and degree programs offered online are preferred by this advanced degree population. We are seeking to respond to that need and request.*

1. Provide the current certificate/degree plan. Mark\* courses that will be taught by adjunct faculty.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TE 6233 | Teaching and Assessment | 3 |  |  |  |
| TE 6243 | Technology as a Tool for Teaching  | 3 |  |  |  |
| TE 6253  | Perspectives on Professionalism  | 3 |  |  |  |
| ELFN 6773 | Statistics and Research | 3 |  |  |  |
| ECH 6423 | Documenting Young Children’s Learning and Development | 3 |  |  |  |
| ECH 6513 | Developmental Perspectives | 3 |  |  |  |
| ECH 6533 | Sources and Models of Early Childhood Curriculum | 3 |  |  |  |
| ECH 6773 | Research in Early Childhood | 3 |  |  |  |
| ECH 6783 | Leadership in Early Childhood | 3 |  |  |  |
| TE 6283  | Practicum in Teacher Education  | 3 |  |  |  |

1. Provide the list of courses, include course number/title, for the certificate/degree program currently offered by distance technology.

The above list is current and reflects the degree to be provided. This degree requires licensure for admission, the Arkansas K – 6 licensure, and does not provide additional licensure at this time. There is no current certificate program offered through this degree or available as a result of this degree.

 However, an add-on-one endorsement to teach ages 3 and 4 has been identified by ADE and there are 4 courses

 needed to fulfill these competencies. Nine of those 12 hours are available in this degree and that add-on

 endorsement is presented in LON-3.

1. If 100% of the program will not be offered by distance technology, list courses that **will not** be offered by distance technology. NA
2. For existing courses that will be offered by distance technology (for the first time), provide the course syllabus for each of these courses for the certificate/degree program and indicate the maximum class size for each distance course. NA
3. If new courses will be added, provide the list of new courses (proposed course number/title) and the new course descriptions for the certificate/degree. NA
4. Provide the course syllabus for each distance technology course for the program listed above and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course.

All courses have been offered by Distance Technology previously. Maximum Class Size is 35.

Course delivery mode (check all that apply):

* Online

 Compressed-video (CIV)

 Audio Conference

 Video Conference

 Web Conference

 Blended delivery (identify components)

 Class interaction mode (check all that apply):

* Electronic bulletin boards
* E-mail
* Telephone
* Fax
* Chat
* Blog

 Other (specify)

1. Provide the percentage of the program that is offered via distance (50%, 75%, etc.). 100%
2. Discuss the provisions for instructor-student and student-student interaction that are included in the program design and the course syllabus.

Students are informed that their questions and emails will be answered within a 24 hour period. Questions may be posted on Bb in specific locations or they may be sent individually by email. All faculty are committed to maintaining high quality instructional strategies. In fact, ASU has recently employed Instructional Specialists who have helped faculty putting their course on Bb. We received approval last year for the BS in ECS and the courses they have assisted us in placing on Bb are almost unrecognizable in comparison to the courses faculty put on Bb prior to the assistants. Our courses have the most recent online strategies. We have the capability to allow students to use a greater degree of technology in their responses. Previously our courses were limited to Discussion Board for discussions and interactions and now we use “Show and Share’ comparable to “show and Tell” in Early Childhood classrooms, except that students create a video to “show and share”. We use journaling, we are doing “app shares” to address usage of and appropriate technology in the early childhood classroom, following directions provided by the instructor. As faculty members, our knowledge and understanding, our ability to create and design has grown tremendously as a result of the Instructional Specialists employed to assist us. The content is on-target, timely, most recent research as well as classic research, and the manner in which this is presented to students is engaging and interesting. Instructor to student and student to student interaction is increased through the unique features of the newly designed courses. Each course goes through a development period (even if placed on Bb previously as all of ours are) and goes through at least 2 internal reviews before approval is given to make available to students. The support for faculty is tremendous and the outcome for students is the highest level course offerings with a high degree of frequent interaction and quick response time.

1. Provide a semester-by-semester degree plan/course schedule for student access to all courses necessary to complete the program.

|  |
| --- |
| College of Education |
| Degree Plan: Master of Science in Education  |
| Early Childhood Education |
|  |
|  |  |  |  |  |  |  |  |  |
| **Year One** |  | **Prerequisite** | **Credits** | **Year One** |  | **Prerequisite** | **Credits** |
| **SEM 1 POT 1** |  |  |  | **SEM 2 POT 1** |  |  |  |
| TE 6253 | Perspectives on Professionalism  |  | 3 |  | ECH 6513 | Developmental Perspectives  |  | 3 |
| ELFN 6773 | Statistics and Research |  | 3 |  | ECH 6423 | Documenting Young Children’s Learning and Development  |  | 3 |
| **SEM 1 POT 2** |  |  |  |  | **SEM 2 POT 2** |  |  |  |
| TE 6233 | Teaching and Assessment |  | 3 |  | ECH 6773  | Research in EC  | ELFN 6773  | 3 |
| ECH 6533 | Sources & Models of EC Curriculum  |  | 3 |  | TE 6243 | Technology as a Tool for Teaching  |  | 3 |
|  |  |  | 12 |  |  |  |  | 12 |
|  |  |  | 12 |  |  |  |  | 24 |
| **Year Two** |  | **Prerequisite** | **Credits** | **Year Two** |  | **Prerequisite** | **Credits** |
| **SEM 1 POT 1** |  |  |  | **SEM 1 POT 2** |  |  |  |
| ECH 6783  | Leadership in EC |  | 3 |  |  |  |  |  |
| TE6283  | Practicum in TE  |  | 3 |  |  |  |  |  |
|  |  |  | 3 |  |  |  |  |  |
|  |  |  | 30 |  |  |  |  |  |
|  |  |  |  |  |  | Educational Foundations |  | 3 |
|  |  |  |  |  |  | Teach Ed. Core Courses |  | 12 |
|  |  |  |  |  |  | Major Program Requirements |  | 15 |
|  |  |  |  |  |  | Total Credits |  | 30 |

1. Provide a list of services that will be supplied by consortia partners or outsourced to another organization (faculty/instructional support, course materials, course management and delivery, library-related services, bookstore services, services providing information to students, technical services, administrative services, online payment arrangements, student privacy consideration, services related to orientation, advising, counseling or tutoring, etc.) **Include the draft contract/Memorandum of Understanding (MOU) for each partner/organization offering faculty/instructional support for the program.** Submit final contract/MOU signed by partner institutions or organizations upon completion of ADHE proposal review.

ASU provides all of these services.

1. Estimate costs for the proposed distance technology program for the first 3 years. Include faculty release time costs for course/program planning and delivery.

As this program is already a part of the degree offerings of the department, college and university, no new anticipated costs ae expected. Each of the classes has been placed and offered on Bb previously as well. As explained in # 16, because there are now Instructional Specialists in place to assist faculty, there are no release time awards needed for transitioning the degree offering to 100% online.

1. Provide institutional curriculum committee review/approval date for proposed distance technology program.
2. Provide documentation that proposed program has been reviewed/approved for distance technology delivery by licensure/certification board/agency, if required. [HLC review must follow ADHE review and AHECB program approval.]
3. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: