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: University of Arkansas Fayetteville
2. Contact person/title: Dr. Terry Martin, Vice Provost for Academic Affairs
3. Phone number/e-mail address: (479) 575-2151/tmartin@uark.edu
4. Name of Existing Certificate or Degree: Arkansas Curriculum/Program Administrator Post Master's Certificate
5. Proposed Effective Date for distance technology delivery: Fall 2019
6. CIP Code: 13.0404 - Educational, Instructional, and Curriculum Supervision
7. Degree Code: 5550

# PROGRAM INFORMATION

1. Program summary/justification for offering program by distance technology: The ACPAMC graduate certificate program is embedded in existing online approved degree programs (Educational Leadership and Special Education). Courses required for the ACPAMC are only offered online; therefore the ACPAMC should be approved for online delivery as well.
2. Provide the current certificate/degree plan. Mark\* courses that will be taught by adjunct faculty.

The Arkansas Curriculum/Program Administrator Graduate Certificate requires 15 graduate credit hours beyond an earned master's degree.  To receive the graduate certificate in Arkansas Curriculum/Program Administrator, candidates are required to have a valid teaching license and a master’s degree in one of the three following fields: Education, Educational Leadership, or Special Education.  The program of study includes 15 credit hours in a specialization that has not been covered by the candidate's previously earned master's degree.

Students will select between one of the three specialization areas listed below. Students are strongly encouraged to meet with an advisor to review their course history and determine the option that will help them meet licensure requirements. The successful completion of the Arkansas Curriculum/Program Administrator Certificate will lead to a specialization endorsement in either Special Education or Curriculum and Instruction to be added to the candidate's existing professional educator's license.

The educational leadership core courses are as follows (15 hours):

EDLE 5013 School Organization and Administration (Fa)

EDLE 5043 Leadership Ethics (fa)

EDLE 5063 Instructional Leadership, Planning and Supervision (Fa)

EDLE 5083 Analytical Decision-Making (Su)

EDLE 5093 Effective Leadership for School Improvement (Fa, Sp)

The special education concentration courses are as follows (15 hours):

SPED 532V Practicum in Special Education (Irregular)

SPED 5733 Inclusive Practices for Diverse populations (Su)

SPED 5783 Professional and Family Partnerships (Sp)

SPED 5893 Organization, Administration and Supervision of Special Education (Irregular)

SPED 6433 Legal Aspects of Special Education (Irregular)

The curriculum and instruction concentration courses are as follows (15 hours):

CIED 5363 Methods and Assessment for K-12 Online Teaching (Fa)

CIED 5423 Curriculum and Instruction: Models and Implementation (Odd years Sp)

CIED 6013 Curriculum Development (Odd Years Fa)

CIED 6053 Curriculum and Instruction: Learner Assessment and Program Evaluation (Even years Fa)

CIED 5983 Practicum in Curriculum and Instruction (Irregular)

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

EDLE 5013 School Organization and Administration (Fa)

EDLE 5043 Leadership Ethics (Fa – Aug. Intersession)

EDLE 5063 Instructional Leadership, Planning and Supervision (Fa)

EDLE 5083 Analytical Decision-Making (Su)

EDLE 5093 Effective Leadership for School Improvement (Fa, Sp)

CIED 532V Practicum in Special Education (Irregular)

SPED 5733 Inclusive Practices for Diverse Populations (Su)

SPED 5783 Professional and Family Partnerships (Sp)

SPED 5893 Organization, Administration and Supervision of Special Education (Irregular)

SPED 6433 Legal Aspects of Special Education (Irregular)

CIED 5363 Methods and Assessment for K-12 Online Teaching (Fa)

CIED 5423 Curriculum and Instruction: Models and Implementation (Odd years Sp)

CIED 6013 Curriculum Development (Odd Years Fa)

CIED 6053 Curriculum and Instruction: Learner Assessment and Program Evaluation (Even years Fa)

CIED 5983 Practicum in Curriculum and Instruction (Irregular)

1. If 100% of the program will not be offered by distance technology, list courses that **will not** be offered by distance technology.

All courses will be offered online.

1. 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.

All courses have been offered online in the past and are currently approved for online delivery.

1. 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.

No new courses will be added.

1. 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.

Course delivery mode (\* indicates mode used):

\*Online

Compressed-video (CIV)

Audio Conference

\*Video Conference

\*Web Conference

Blended delivery (identify components)

Class interaction mode (\* indicates mode used):

\*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%

1. Discuss the provisions for instructor-student and student-student interaction that are included in the program design and the course syllabus.

The program design and course syllabi provide numerous opportunities and avenues for instructor-student and student-student interaction. Blackboard is used exclusively throughout the program with the most active provision being the use of Collaborate on at least a weekly basis to hold live virtual class sessions where students can interact with faculty and with each other. In addition to live conversations and video conferences, Collaborate also allows for live chat and use of a white board. Students have 24/7 access to Collaborate where they can convene to work on group projects and converse about class issues. Students also have access to recorded sessions that have taken place in the past for their review. In addition to the use of Collaborate, Blackboard offers a discussion forum tool that is also used for ongoing class discussions. Email is available through Blackboard allowing students to receive and send messages that are easily identified as being related to the course. Blackboard permits instructors to post video lectures that students can view prior to class or as part of their assigned activities.

As in on-campus classes, email and phone also offer opportunities for instructor-student and student-student interaction in an online environment as well.

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

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| **ACPAMC – Special Education Specialization Course Schedule** | |
| Semester | Leadership Course |
| Fall | SPED 5893 Org., Admin. and Supervision of Special Education |
| Spring | SPED 5783 Professional and Family Partnerships  SPED 6433 Legal Aspects of Special Education |
| Summer | SPED 5733 Inclusive Practices for Diverse Populations |
| Fall | SPED 532V Practicum in Special Education |

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| **ACPAMC – Curriculum & Instruction Specialization Course Schedule** | |
| Semester | Course |
| Fall | CIED 6013 Curriculum Theory, Development, and Evaluation  CIED 5363 Methods and Assessment in K-12 Online Teaching |
| Spring | CIED 5423 Curriculum and Instruction: Models and Implementation |
| Fall | CIED 6053 Curr. &Inst.: Learner Assessment and Program Evaluation |
| Spring | CIED 5983 Practicum in Curriculum & Instruction |

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| **ACPAMC – Educational Leadership Core Course Schedule** | |
| Semester | Course |
| Fall | EDLE 5013 School Organization & Administration  EDLE 5063 Instructional Leadership Planning & Supervision |
| Spring | EDLE 5093 Effective Leadership in School Settings |
| Summer | EDLE 5083 Analytical Decision-Making |
| Aug. Int. | EDLE 5043 Ethical Leadership |

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.

n/a

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.

There will be no additional costs for this proposed distance technology program as it is already embedded in an existing approved degree programs/courses that are being delivered through distance technology (i.e., educational leadership, curriculum & instruction, and special education). The courses are already designed, planned for, and are currently being taught by the EDLE, CIED, and SPED faculty.

1. Provide institutional curriculum committee review/approval date for proposed distance technology program.

December 5, 2018

1. 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.]
2. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date: January 21, 2019

Board of Trustees Notification Date: March 28, 2019

Chief Academic Officer: James S. Coleman Date: January 10, 2019