

Date Submitted: 08/28/18 12:43 pm

Viewing: **ACPAMC : Arkansas**

Curriculum/Program Administrator Post Master's Certificate

Last approved: 04/05/17 12:11 pm

Last edit: 10/11/18 5:03 pm

Changes proposed by: egbengts

Catalog Pages Using
this Program

[Arkansas Curriculum/Program Administrator \(ACPA\)](#)

Submitter:	User ID:	calison	Phone:
575-6731			
Program Status	Active		
Academic Level	Graduate		
Type of proposal	Certificate Major/Field of Study		
Select a reason for this modification			
Requesting Approval to Offer an Existing Certificate or Degree via Distance Technology —(LON 13)			
Effective Catalog Year	Fall 2019		
College/School Code	College of Education and Health Professions(EDUC)		
Department Code	Department of Curriculum and Instruction(CIED)		
Program Code	ACPAMC		
Degree	Post Master's Certificate		
CIP Code			

In Workflow

1. EDUC Dean Initial
2. GRAD Dean Initial
3. Provost Initial
4. Director of Program Assessment and Review
5. Registrar Initial
6. Institutional Research
7. CIED Chair
8. EDUC Curriculum Committee
9. EDUC Faculty
10. EDUC Dean
11. Global Campus
12. Provost Review
13. University Course and Program Committee
14. Graduate Committee
15. Faculty Senate
16. Provost Final
17. Provost's Office-- Documentation sent to System Office
18. Higher Learning Commission
19. Board of Trustees
20. ADHE Final
21. Provost's Office-- Notification of Approval
22. Registrar Final
23. Catalog Editor Final

Approval Path

1. 02/07/18 10:33 am
Ketevan
Mamiseishvili
(kmamisei):
Approved for EDUC
Dean Initial
2. 02/12/18 4:03 pm
Pat Koski (pkoski):
Approved for GRAD
Dean Initial
3. 02/13/18 2:23 pm
Terry Martin
(tmartin): Approved
for Provost Initial
4. 02/16/18 5:37 pm
Lisa Kulczak
(lkulcza): Rollback to
Initiator
5. 08/28/18 2:13 pm
Ketevan
Mamiseishvili
(kmamisei):
Approved for EDUC
Dean Initial
6. 08/28/18 2:16 pm
Pat Koski (pkoski):
Approved for GRAD
Dean Initial
7. 08/29/18 3:19 pm
Terry Martin
(tmartin): Approved
for Provost Initial
8. 08/31/18 4:00 pm
Alice Griffin
(agriffin): Approved
for Director of
Program

- Assessment and Review
9. 09/11/18 4:46 pm
Lisa Kulczak
(lkulcza): Approved for Registrar Initial
10. 09/11/18 5:03 pm
Gary Gunderman
(ggunderm): Approved for Institutional Research
11. 09/12/18 9:59 am
Cheryl Murphy
(cmurphy): Approved for CIED Chair
12. 10/03/18 4:44 pm
Ketevan Mamiseishvili
(kmamisei): Approved for EDUC Curriculum Committee
13. 10/03/18 4:51 pm
Ketevan Mamiseishvili
(kmamisei): Approved for EDUC Faculty
14. 10/03/18 4:53 pm
Ketevan Mamiseishvili
(kmamisei): Approved for EDUC Dean
15. 10/08/18 4:15 pm
Miran Kang (kang): Approved for Global Campus

16. 10/09/18 2:45 pm
Terry Martin
(tmartin): Approved
for Provost Review
17. 10/29/18 9:48 am
Alice Griffin
(agriffin): Approved
for University
Course and Program
Committee
18. 11/16/18 9:06 am
Pat Koski (pkoski):
Approved for
Graduate
Committee

History

1. Jun 10, 2015 by
Charlie Alison
(calison)
2. Apr 5, 2017 by
Charlie Alison
(calison)

13.0404 - Educational, Instructional, and Curriculum Supervision.

Program Title

Arkansas Curriculum/Program Administrator Post Master's Certificate

Program Delivery

Method

~~On-Campus~~

Online/Web-based

Is this program interdisciplinary?

No

Does this proposal impact any courses from another College/School?

No

What are the total **15**
hours needed to

complete the
program?

On-line/Web-based Information

Reason for offering

Web-based Program

The ACPAMC graduate certificate program is embedded in existing online approved degree programs (Educational Leadership, and Special Education). The required CIED courses are also approved for online delivery.

Maximum Class Size **15**
for Web-based
Courses

Course delivery
mode

Method(s)
Online

Class interaction
mode

Method(s):
Other

Specify Other

Interaction Methods

This certificate offers both synchronous and asynchronous delivery models. The SPED courses as well as the CIED courses are mostly asynchronous using course designs that enable the instructor to interact with students via discussion boards, email, and videos. The EDLE courses are predominantly synchronous using Collaborate for class sessions where the instructor interacts with students in a live interchange. In addition, EDLE courses make use of email, discussion boards, and videos.

Percent Online

100% with No Required Campus Component

Provide a List of
Services Supplied by
Consortia Partners or
Outsourced
Organization

The University of Arkansas Global Campus is the only service provider.

Estimate Costs of the **\$0**
 Program over the
 First 3 Years

List Courses Taught
 by Adjunct Faculty

Upload
 Memorandum of
 Understanding Forms
 (if required)

Program Requirements and Description

Requirements

Admission to the Graduate Certificate program: Applicants must meet university requirements for admission to the Graduate School as non-degree-seeking, but certificate-seeking students, and must have a master's **degree in one of the three following fields: ~~degree.~~ Education, Educational Leadership, or Special Education.**

Requirements for the Graduate Certificate in Arkansas Curriculum/Program Administrator: The Arkansas Curriculum/Program Administrator Graduate Certificate requires 15 ~~To receive the~~ graduate credit hours beyond an earned master's degree. To receive the graduate certificate in Arkansas Curriculum/Program ~~Arkansas Curriculum/Program~~ Administrator, candidates are ~~students are~~ required to have a valid teaching license and a master's **degree in one of the three following fields: ~~degree.~~ 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 Administration or Curriculum and Instruction Administration to be added to the candidate's existing professional educator's license.

Curriculum and Instruction Specialization (15 hours)

<u>CIED 5363</u>	Methods and Assessment in K-12 Online Teaching	3
<u>CIED 5423</u>	Curriculum and Instruction: Models and Implementation	3
<u>CIED 6013</u>	Curriculum Theory, Development, and Evaluation	3
<u>CIED 6053</u>	Curriculum and Instruction: Learner Assessment and Program Evaluation	3
<u>CIED 5983</u>	Practicum in Curriculum & Instruction	3

Special Education Specialization (15 hours)

<u>SPED 5733</u>	Inclusive Practices for Diverse Populations	3
<u>SPED 5783</u>	Professional and Family Partnerships	3

<u>SPED 5893</u>	Organization, Administration and Supervision of Special Education	3
<u>SPED 6433</u>	Legal Aspects of Special Education	3
<u>SPED 532V</u>	Practicum in Special Education	1-6
Educational Leadership Core Courses (15 hours)		
<u>EDLE 5013</u>	School Organization and Administration	3
<u>EDLE 5043</u>	Leadership Ethics	3
<u>EDLE 5063</u>	Instructional Leadership, Planning, and Supervision	3
<u>EDLE 5083</u>	Analytical Decision-Making	3
<u>EDLE 5093</u>	Effective Leadership for School Improvement	3

The program of study includes the following 15-18 hours of Educational Leadership core courses. 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 leadership program of study, but only 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. 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.

Educational Leadership Courses

EDLE-5013	School Organization and Administration	3
EDLE-5043	Leadership Ethics	3
EDLE-5063	Instructional Leadership, Planning, and Supervision	3
EDLE-5083	Analytical Decision-Making	3
EDLE-5093	Effective Leadership for School Improvement	3
CIED-674V	PhD Research Internship	6

Special Education Courses (15 hours)

<u>CIED-532V</u>	Course CIED-532V Not Found	
SPED-5733	Inclusive Practices for Diverse Populations	3
SPED-5783	Professional and Family Partnerships	3
SPED-5893	Organization, Administration and Supervision of Special Education	3
SPED-6433	Legal Aspects of Special Education	3

Curriculum and Instruction (15 hours)

CIED-5423	Curriculum and Instruction: Models and Implementation	3
CIED-5453	Evaluation Techniques	3
CIED-5613	Contemporary Issues in Education	3
CIED-6013	Curriculum Theory, Development, and Evaluation	3
CIED-674V	PhD Research Internship	1-6

Are Similar Programs available in the area?

No

Estimated Student **6 - 9 NA**

Demand for Program

Scheduled Program **2019-2020 NA**

Review Date

Program Goals and

Objectives

Program Goals and Objectives

The goal of the Arkansas Curriculum Program Administrator Certificate (ACPAMC) is to provide an opportunity for students to fulfill the requirements for the Program Administrators License approved by the Arkansas Department of Education. NA

Learning Outcomes

Learning Outcomes

Learning outcomes include the acquired knowledge to effectively develop, administer, and evaluate educational programs in the K-12 sector. In addition, the necessary knowledge and understanding of human resource management in the specialized areas of endorsement. NA

Description and justification of the request

**Description of
specific change**

Justification for this change

Description of specific change	Justification for this change
<p>1. Moving the ACPAMC from an on-campus program to an online program.</p> <p>2. There were three course changes in the CIED specialization:</p> <p>a. CIED 5453 Evaluation Techniques changed to CIED 6013 Curriculum Theory, development, & Evaluation</p> <p>b. CIED 5613 Contemporary Issues in Education was changed to CIED 5363 Methods and Assessment in K-12 Online Teaching</p> <p>c. CIED 674V - PhD Research internship changed to CIED 5983 Practicum in Curriculum & Instruction</p> <p>3. The program requirements and description were changed.</p>	<p>1. The courses that are required for completion of the ACPAMC are embedded in other degree programs of study that are offered only online.</p> <p>2. The following are the justifications for the three CIED course changes:</p> <p>a. CIED 5453 is not currently offered online and CIED 6013 is offered online. The CIED 6013 course content is much more comprehensive in looking at the development and evaluation of curriculum.</p> <p>b. CIED 5613 is not offered online and CIED 5363 is offered online. The content in CIED 5363 is much more specific to online curriculum development and delivery - making this course more relevant than CIED 5613 which is more of a foundations-based course. Since this is a post-masters certificate, it is assumed that candidates will already have taken courses that address the content in CIED 5613, but they most likely will need to know the content made available in CIED 5363.</p> <p>c. CIED 674V was changed to CIED 5983 to more accurately reflect the internship experience required for the certificate.</p> <p>3. There was a need to specify that this was a post-master's certificate that required 15 hours to complete. Having a master's degree in one of three fields as a requirement for admission was not clear in the past language, and it appeared that the certificate was requiring 30 hours of coursework which is beyond the number allowed for graduate certificates (21 hours).</p>

Upload attachments

[ACPAMC - Distance Offering - Ltr of Notification.docx](#)

[ACPAMC - Distance Offering - Syllabi.pdf](#)

Reviewer Comments

Alice Griffin (agriffin) (02/16/18 2:54 pm): Changed the graduate certificate requirements from 24 to 21 in justification to match ADHE guidelines.

Alice Griffin (agriffin) (02/16/18 3:06 pm): Inserted program review date to match CAEP site visit. College should review and verify dates are correct and program will be included in review.

Lisa Kulczak (lkulcza) (02/16/18 5:37 pm): Rollback: Per request of submitter.

Alice Griffin (agriffin) (08/31/18 2:15 pm): Inserted 15 hours with the header for Educational Leadership.

Gary Gunderman (ggunderm) (09/11/18 5:03 pm): CIP okay.

Alice Griffin (agriffin) (10/11/18 5:00 pm): Updated institutional curriculum approval date in LON.

Key: 18