Date Submitted: 10/26/23 5:19 pm

Viewing: **PSBLMC : Building-Level Administration K-12 Post Master's Certificate**

Last approved: 09/02/22 9:58 am

Last edit: 10/31/23 4:09 pm

Changes proposed by: msganio

Catalog Pages Using
this Program

[Building-Level Administration (PSBL)](#)

Submitter: User ID: msganio ~~lkulcza~~   Phone:
  2956 ~~7456~~

Program Status   Active

Academic Level   Graduate

Type of proposal   Certificate

Select a reason for this modification
Changing CIP Code of an Existing Certificate or Major--(LON)

Effective Catalog Year   Fall 2024

College/School Code
    College of Education and Health Professions (EDUC)

Department Code
    Department of Curriculum and Instruction (CIED)

Program Code   PSBLMC

Degree   Post Master's Certificate

CIP Code

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

Approval Path
1. 10/26/23 5:19 pm
   Matthew Ganio
   (msganio):

Approved for EDUC
Dean Initial

2. 10/27/23 10:18 am
Ed Bengtson
(egbengts):
Approved for GRAD
Dean Initial

3. 10/27/23 10:19 am
Jim Gigantino
(jgiganti): Approved
for Provost Initial

4. 10/30/23 3:29 pm
Lisa Kulczak
(lkulcza): Approved
for Director of
Curriculum Review
and Program
Assessment

5. 10/31/23 4:09 pm
Gina Daugherty
(gdaugher):
Approved for
Registrar Initial

6. 11/02/23 12:20 pm
Doug Miles
(dmiles): Approved
for Institutional
Research

7. 11/02/23 12:36 pm
Suzanne Kucharczyk
(suzannek):
Approved for CIED
Chair

8. 11/02/23 4:41 pm
Matthew Ganio
(msganio):
Approved for EDUC
Curriculum
Committee

9. 11/02/23 4:41 pm
Matthew Ganio

(msganio):
Approved for EDUC
Dean
10. 11/02/23 4:43 pm
Suzanne Kenner
(skenner): Approved
for Global Campus
11. 11/02/23 4:59 pm
Jim Gigantino
(jgiganti): Approved
for Provost Review
12. 11/17/23 3:40 pm
Ed Bengtson
(egbengts):
Approved for
Graduate Council

History

1. Aug 14, 2014 by
Leepfrog
Administrator
(clhelp)
2. Aug 15, 2014 by
Leepfrog
Administrator
(clhelp)
3. Feb 18, 2015 by
Charlie Alison
(calison)
4. Feb 18, 2015 by
Charlie Alison
(calison)
5. Jun 9, 2016 by Lisa
Kulczak (lkulcza)
6. Jun 9, 2016 by Lisa
Kulczak (lkulcza)
7. Jun 9, 2016 by Lisa
Kulczak (lkulcza)
8. May 12, 2017 by Ed
Bengtson
(egbengts)

13.0401 13.0404 - Educational Leadership and Administration, General. Educational, Instructional, and Curriculum Supervision.

Program Title

Building-Level Administration K-12 Post Master's Certificate

Program Delivery
Method

Online/Web-based

Is this program interdisciplinary?

No

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

No

What are the total
hours needed to
complete the
program?   24

On-line/Web-based Information

Reason for offering
Web-based Program

The PSBLMC program is embedded in the curriculum of the M.E. in Educational Leadership program (EDLEME) which has been approved for online delivery and is currently active as an online degree program. A vast majority of EDLEME students also become licensed as school administrators as the coursework required for the PSBLMC program are also required for the EDLEME. Since the EDLEME program has been approved for online delivery previously, the PSBLMC program should meet the requirements for approval for online delivery.

Maximum Class Size
for Web-based
Courses   20

Course delivery
mode

Method(s)
Web Conference

Method(s)
Video Conference

Class interaction mode	Method(s):
	Electronic Bulletin Boards
	E-mail
	Telephone
	Chat

Percent Online

100% with No Required Campus Component

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

Estimate Costs of the $0.00
Program over the
First 3 Years

List Courses Taught
by Adjunct Faculty

Upload
Memorandum of
Understanding Forms
(if required)

Program Requirements and Description

Requirements

Requirements for the Building-Level Administration Certificate

EDLE 5013	School Organization and Administration	3
EDLE 5023	The School Principalship	3

EDLE 5043	Leadership Ethics	3
EDLE 5053	School Law	3
EDLE 5063	Instructional Leadership, Planning, and Supervision	3
EDLE 5083	Analytical Decision-Making	3
EDLE 5093	Effective Leadership for School Improvement	3
EDLE 574V	Internship	3
Total Hours		24

Are Similar Programs available in the area?

No

Estimated Student Demand for Program	20

Scheduled Program Review Date	2026-2027 ~~2019~~

Program Goals and Objectives

Program Goals and Objectives
The Goals of the Building-Level Administration Post Master's Certificate (PSBLMC) program is to produce effective and dynamic building-level leaders to work as assistant principals and principals. Through the delivery of courses that target critical areas aligned with the professional educational leadership standards and providing an intensive internship experience, the PSBLMC program provides in-depth classroom and practicum experiences that assist students in the development of the appropriate leadership knowledge, skills, and abilities.

Learning Outcomes

Learning Outcomes
All EDLE students in the PSBLMC program are required to complete course significant activities with matching rubrics to meet required ELCC SPA standards for CAEP accreditation. These are identified in each course syllabus. An intensive 6 month internship under both elementary and secondary building -level administrators/mentor is required. To be licensed by the Arkansas Department of Education as a building-level administrator, the student must successfully complete a culminating portfolio defense demonstrating their readiness for building-level leadership before a portfolio committee comprised of three EDLE faculty and two licensed building-level practicing administrators prior to taking the national SLLA school leader's test.

Description and justification of the request

Description of specific change	Justification for this change
Changed CIP code	The original CIP code (13.0404) is not appropriate. This certificate is embedded within the Educational Leadership Master's program, which has a CIP code of 13.0401. Therefore it is more appropriate to have the CIP codes be the same.

Upload attachments

PSBL_letter-of-notification-2022-022823.pdf

PSBLMC - CIP Code Change - Ltr of Notfication_Rev_BOT.pdf

Reviewer Comments

Lisa Kulczak (lkulcza) (10/30/23 3:28 pm): Updated next scheduled program review dates and uploaded revised LON with appropriate approval dates. ATTENTION REGISTRAR: Please remove Undergraduate Council from the workflow.

Gina Daugherty (gdaugher) (10/31/23 4:09 pm): Undergraduate Council removed from workflow.

Key: 375