

Date Submitted: 10/26/23 5:17 pm

Viewing: **PSDLMC : District-Level Administration**

Post Master's Certificate

Last approved: 05/12/17 10:03 am

Last edit: 10/31/23 4:12 pm

Changes proposed by: msganio

Catalog Pages Using this Program

[District-Level Administration \(PSDL\)](#)

Submitter: User ID: [msganio](#) ~~htuleza~~ 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 PSDLMC

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 3:36 pm
Lisa Kulczak
(lkulcza): Approved
for Director of
Curriculum Review
and Program
Assessment
5. 10/31/23 4:12 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. Jun 9, 2016 by Lisa Kulczak (lkulcza)
2. Jun 9, 2016 by Lisa Kulczak (lkulcza)
3. May 12, 2017 by Ed Bengtson (egbengts)

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

Program Title

District-Level Administration 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 18
hours needed to

complete the
program?

On-line/Web-based Information

Reason for offering

Web-based Program

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

Maximum Class Size 15

for Web-based
Courses

Course delivery
mode

Method(s)
<u>Online</u>

Class interaction
mode

Method(s):
<u>Other</u>

Specify Other

Interaction Methods

The main interaction method for the PSDLMC courses is Collaborate - a tool used for synchronous class sessions. In addition to Collaborate sessions, discussion boards, chat, e-mail, and telephone are also used by professors to interact with students and students with each other.

Percent Online

~~100%~~

100% with No Required Campus Component

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

N/A

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

List Courses Taught by Adjunct Faculty

Upload Memorandum of Understanding Forms (if required)

Program Requirements and Description

Requirements

Requirements for the District-Level Administration Certificate

EDLE 6023	School Facilities Planning and Management	3
EDLE 6053	School-Community Relations	3
EDLE 6093	School District Governance: The Superintendency	3
EDLE 6103	School Finance	3
EDLE 6173	School Business Management	3
EDLE 674V	Internship	3
Total Hours		18

Are Similar Programs available in the area?

No

Estimated Student Demand for Program 15

Scheduled Program Review Date

2026-2027 ~~2019~~

Program Goals and Objectives

Program Goals and Objectives

The Goals of the District-Level Administration Post Master's Certificate (PSDLMC) program is to produce effective and dynamic district-level leaders to work as superintendents. Through the delivery of courses that target critical areas aligned with the professional educational leadership standards and providing an intensive

Program Goals and Objectives

internship experience, the PSDLMC 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 PSDLMC 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 district-level administrator/mentor is required. To be licensed by the Arkansas Department of Education as a district-level administrator, the student must successfully complete a culminating portfolio defense demonstrating their readiness for district-level leadership before a portfolio committee comprised of three EDLE faculty and one licensed district-level practicing administrators prior to taking the National School Superintendent Assessment (SSA).

Description and justification of the request

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

Upload attachments

[PSDL_letter-of-notification-2022-022823.pdf](#)

[PSDLMC - CIP Code Change - Ltr of Notification_Rev_BOT.pdf](#)

Reviewer Comments

Lisa Kulczak (lkulcza) (10/30/23 3:34 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 4:11 pm): Undergraduate Council removed from workflow.

Gina Daugherty (gdaugher) (10/31/23 4:12 pm): Removed Undergraduate Council from workflow.