

**BOARD OF HIGHER EDUCATION**  
**REQUEST FOR COMMITTEE AND BOARD ACTION**

**COMMITTEE:** Academic Affairs

**NO.:** AAC 14-06

**COMMITTEE DATE:** October 22, 2013

**BOARD DATE:** October 29, 2013

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**APPLICATION OF COLLEGE OF SAINT ROSE TO AWARD THE MASTER OF SCIENCE IN EDUCATION: LEADERSHIP & ADMINISTRATION; CERTIFICATE OF ADVANCED STUDY, SCHOOL BUILDING LEADER and CERTIFICATE OF ADVANCED STUDY, SCHOOL DISTRICT LEADER.**

**MOVED:** The Board hereby approves the Certificates of Organization of the **College of Saint Rose** to offer the **Master of Science in Education: Leadership & Administration** and **Advanced Certificate of Study, School Building Leadership; Advanced Certificate of Study, School District Leadership**

**Authority:** Massachusetts General Laws Chapter 69, Section 30 et seq.

**Contact:** Dr. Shelley Tinkham, Assistant Commissioner for Academic, P-16 and Veterans Policy

## **BOARD OF HIGHER EDUCATION**

**October 2013**

### **College of Saint Rose Master of Science in Education: Educational Leadership and Administration, Certificate in Advanced Study, School Building Leader; and Certificate of Advanced Study, School District Leader**

#### **INTENT**

The College of Saint Rose (CSR), an independent institution located in Albany New York, requests authority the Master of Science Education (M.S. Ed) and two Certificates of Advanced Study, School Building Leader (SBL) and School District Leader (SDL). The institution is chartered by the Board of Regents of New York State. Its degrees and programs are registered and its professional programs are approved through the New York State Education Department. CSR is accredited by the Middle States Commission on Higher Education and the National Council for the Accreditation of Teacher Education.

The proposed M.S. Ed, SBL and SDL will be delivered online and will require students to complete a field internship, some of which may be offered in Massachusetts. Online programs and courses that require internships, externships, clinicals, mentorships, shadowing experience, student teaching experiences, conducted within Massachusetts as part of the program curriculum, are subject to Massachusetts Board of Higher Education approval.

The central mission of CSR is to engage highly motivated undergraduate and graduate students in rigorous educational experiences. CSR welcomes men and women from all religious and cultural backgrounds CSR delivers liberal arts and professional programs that inspire graduates to be productive adults, critical thinkers, and motivated, caring citizens.

The purpose of the proposed program is to prepare students for careers in educational administration at either the P-12 school building and/or the school district level. The proposed programs are designed to offer balanced preparation, combine theory and practice, and culminate in a field internship. Students are expected to work closely with a CSR advisor to ensure that the program of study and the internship experiences are both appropriate and meaningful for meeting individuals' personal and professional goals.

The Institution's Board of Trustees approved the proposed programs in educational leadership on August 24, 2012

#### **INSTITUTIONAL OVERVIEW**

CSR is a private, independent, coeducational, non-profit, liberal arts college in Albany NY founded in 1920. It is one of six colleges in the United States sponsored by the Sisters of Saint Joseph as well as one of the 16 institutions of higher education that form the Hudson Mohawk Association of Colleges and Universities. The CSR enrolls a total of

approximately 4,863 students in undergraduate and graduate programs. The College is divided into four schools: the School of Arts and Humanities, including Music, Art, and Communications, the School of Mathematics and Sciences, the School of Business, and the School of Education. The institution now seeks approval to offer the Master of Science Education (M.S. Ed) and two Certificates of Advanced Study, School Building Leader (SBL) and School District Leader (SDL) in Massachusetts.

## **ACADEMIC AND RELATED MATTERS**

### Admission

Applicants to the proposed programs must provide: a completed application, official transcripts from all colleges/universities attended; certification of permanent or professional certification status; at least two letters of recommendation: one from a school administrator, which must attest to the individual's good character and potential as an administrator; and one from a professional who is qualified to evaluate the applicant's scholarship

For SBL admission, the applicant must submit verification of at least three years of approved teaching and/or pupil personnel experience in a P-12 school setting (exceptions to the three-year teaching requirement are made in special circumstances upon the recommendation of the educational leadership program faculty).

### Projected Enrollment

The projected enrollment encompass all three programs. It is expected students who complete internships in Massachusetts may represent up to 5% percent of the total annual enrollment for these programs.

	<b># of Students Year 1</b>	<b># of Students Year 2</b>	<b># of Students Year 3</b>	<b># of Students Year 4*</b>
New Full Time	5	7	10	12
Continuing Full Time		5	2	1
New Part Time	5	7	9	9
Continuing Part Time		5	3	2
<b>Totals</b>	<b>10</b>	<b>24</b>	<b>24</b>	<b>24</b>

### Current Tuition and Fee Charges

The tuition and fees for the proposed programs in this application are \$1200 per 3-credit graduate course. The total estimate cost for each program is listed below:

- Master of Science in Education: Leadership and Administration: \$14,400
- Certificate of Advanced Study, School Building Leader: \$9,600
- Certificate of Advanced Study, School District Leader: \$12,000

### Curriculum (Attachment A)

The proposed program in Educational Leadership and Administration prepares students for careers in educational administration at either building or district levels. Depending on students' prior training, experience, and career goals, they may enter the program in pursuit of a Master's of Science Degree in Educational Leadership and Administration and Massachusetts certification as a School Building Leader. The proposed program is designed to provide students with preparation in both theory and practice, culminating in a field experience. Students preparing for the Massachusetts School District Leader certificate are required to take additional course work: EDA 601 (3 credits) and EDA 602 (3 credits). In addition, to receive the College's recommendation for certification, students must be in possession of a Master's Degree and must have completed a total of 60 graduate hours (inclusive of their Master's Degree hours) in order to be eligible for the School District Leader (SDL) certificate.

The delivery method for all courses offered, other than internship courses will be online.

### **RESOURCES AND BUDGET**

#### Faculty and Staff (Attachment B)

The proposed programs are housed in the Thelma P. Lally School of Education. All nine faculty who teach in the proposed programs have terminal degrees in the area in which they teach and have a minimum of three years of teaching experience in their certification area. Four of these faculty are full-time. On-going professional development is supported through the annual professional development allotment, financial support from the School of Education for conference presentations, faculty released time and mini-grants.

#### Facilities and Library and Information Technologies

##### **Library and Computing Services**

The Neil Hellman Library houses approximately 228,000 volumes, 643 active journal subscriptions, 313,000 microforms, and over 3,050 DVDs and videocassettes. In addition to this physical collection of materials, the Library also provides electronic resources via 55 database subscriptions and the purchase of ebooks. In total, the Library provides access to over 62,000 ebooks and the online full-text of approximately 42,000 journals, magazines, and newspapers.

The Library participates in a number of cooperative arrangements that provide Saint Rose students and faculty with access to materials in other libraries through direct borrowing or via interlibrary loan requests. In addition, students and faculty may request items through an online interlibrary loan form; as an OCLC member, the Library can request journal articles, books, and other materials via interlibrary loan from libraries throughout the country.

CSR supports the Blackboard learning management and portal system which allows students to have access to course-related materials accessible from any web browser on or off campus. All students are given an account that gives them access to

computers, e-mail and the Blackboard system. These accounts also allow students to have network file storage that is accessible from both on and off campus.

### Fiscal

The proposed programs have been long standing at CSR in Albany NY. As such they will require no new resources, and no budget has been included in the application for approval.

### **INTERNAL REVIEW**

The proposed program was reviewed internally and no external review was conducted. The institution is chartered by the Board of Regents of New York State and accredited by the Middle States Commission on Higher Education and the program is professionally accredited by the National Council for the Accreditation of Teacher Education (NCATE). Programs that receive NCATE approval are assessed by standards and processes that are consistent with or exceed those in the 610 CMR 2.07 in the Degree Granting Regulations for Independent Institutions of Higher Education. Recommendation is for approval.

### **PUBLIC HEARING**

The required public hearing will be held on October 21, 2013 at the Department of Higher Education, located at One Ashburton Place in Boston, Massachusetts. No objections to the petition were presented.

### **STAFF ANALYSIS AND RECOMMENDATION**

After a thorough evaluation of all documentation submitted, staff is satisfied that the proposal of the **College of Saint Rose** to award the **Master of Education** and the **Advanced Certificates in School Building Leadership and School District Leadership** meets the requirements set forth in 610 CMR 2.07 in the Degree Granting Regulations for Independent Institutions of Higher Education. These programs will be delivered online with the exception of the field experience which will occur in Massachusetts. Recommendation is for approval.

**Attachment A: Curriculum Outlines**

**Certificate of Advanced Study School Building Leader (SBL)**

<b>Major Required (Core) Courses (Total # of courses required = 0)</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
EDA 505	Introduction to Educational Leadership and Administration	3
EDA 503	Leadership in Curriculum Development and Revision	3
EDA 510	Supervision and Teacher Development	3
EDA 540	Educational Law	3
EDA 550	School Finance	3
EDA 590	Seminar: Critical Issues in Educational Leadership/Administration	3
EDA 546	Internship in Educational Leadership and Administration: Part 1	3
EDA 547	Internship in Educational Leadership and Administration: Part 2	3
	SubTotal # Core Credits Required	24
<b>Elective Course Choices (Total courses required = 0) (attach list of choices if needed)</b>		
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
	SubTotal # Elective Credits Required	
<b>Curriculum Summary</b>		
Total number of courses required for the degree		8
Total credit hours required for certificate		24
<b>Prerequisite, Concentration, Dissertation or Other Requirements:</b>		

## Graduate Program Curriculum Outline

### Certificate of Advanced Study School District Leader (SDL)

<b>Major Required (Core) Courses (Total # of courses required = 0)</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
EDA 505	Introduction to Educational Leadership and Administration	3
EDA 503	Leadership in Curriculum Development and Revision	3
EDA 510	Supervision and Teacher Development	3
EDA 540	Educational Law	3
EDA 550	School Finance	3
EDA 590	Seminar: Critical Issues in Educational Leadership/Administration	3
EDA 546	Internship in Educational Leadership and Administration: Part 1	3
EDA 547	Internship in Educational Leadership and Administration: Part 2	3
EDA 601	District –Level Leadership and Management	3
EDA 602	School District/Community Policy and Politics	3
	SubTotal # Core Credits Required	30
<b>Elective Course Choices (Total courses required = 0) (attach list of choices if needed)</b>		
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
[Course Number]	[Course Title]	[0]
	SubTotal # Elective Credits Required	
<b>Curriculum Summary</b>		
Total number of courses required for the degree	10	
Total credit hours required for certificate	30	
<b>Prerequisite, Concentration, Dissertation or Other Requirements:</b>		

## Graduate Program Curriculum Outline

### Master's Degree in Education: Leadership and Administration

<b>Major Required (Core) Courses (Total # of courses required = 0)</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
EDA 505	Introduction to Educational Leadership and Administration	3
EDA 503	Leadership in Curriculum Development and Revision	3
EDA 510	Supervision and Teacher Development	3
EDA 540	Educational Law	3
EDA 550	School Finance	3
EDA 590	Seminar: Critical Issues in Educational Leadership/Administration	3
EDA 546	Internship in Educational Leadership and Administration: Part 1	3
EDA 547	Internship in Educational Leadership and Administration: Part 2	3
EDA 601	District –Level Leadership and Management	3
EDA 602	School District/Community Policy and Politics	3
EPY 500	Educational Research	3
EDA 595	Research Seminar in Educational Leadership/Administration	3
	SubTotal # Core Credits Required	36

***Elective Course Choices (Total courses required = 0) (attach list of choices if needed)***

<b>Curriculum Summary</b>	
Total number of courses required for the degree	12
Total credit hours required for degree	36

***Prerequisite, Concentration, Dissertation or Other Requirements:***

*The Master of Science degree in Educational Leadership and Administration requires the successful completion of a 36-credit program including both a research sequence and a six-credit internship experience. Students must have completed a minimum of 12 credits at The College of Saint Rose before initiating an internship. The internship may be used to qualify for the SBL, the SDL, or both.)*