

# REQUEST TO COLLEGE CURRICULUM COMMITTEE FOR CURRICULAR IMPROVEMENTS

DEPARTMENT: ELRT PROPOSED EFFECTIVE SEMESTER: Fall 2018 COLLEGE: Ed & Human Development

## PROPOSED IMPROVEMENTS

### Academic Program

- ☐ New degree\*  
☐ New major\*  
☐ New curriculum\*  
☐ New concentration\*  
☒ New certificate  
☐ New minor  
☐ Revised major  
☐ Revised minor  
☐ Admission requirements  
☐ Graduation requirements  
☐ Deletion ☐ Transfer  
☐ Other (explain\*\*)

### Substantive Course Changes

- ☐ New course  
☐ Pre or Co-requisites  
☐ Deletion (required by others)  
☐ Course #, different level  
☐ Credit hours  
☐ Enrollment restriction  
☐ Course-level restriction  
☐ Prefix ☐ Title and description  
 (attach current & proposed)  
☐ General education (select one)  
 Not Applicable  
☐ Other (explain\*\*)

### Misc. Course Changes

- ☐ Title  
☐ Description (attach current & proposed)  
☐ Deletion (not required by others)  
☐ Course #, same level  
☐ Variable credit  
☐ Credit/no credit  
☐ Cross-listing  
☐ COGE reapproval  
☐ Other (explain\*\*)

\*\* Other:

Title of degree, curriculum, major, minor, concentration, or certificate: Educational Leadership - School Administrator  
 Certificate: Central Office Endorsement

Existing course prefix and #: Proposed course prefix and #: Credit hours:

Existing course title:  
 Proposed course title:

Existing course prerequisite & co-requisite(s):

Proposed course prerequisite(s)

If there are multiple prerequisites, connect with "and" or "or". To remove prerequisites, enter "none."

Proposed course co-requisite(s)

If there are multiple corequisites, they are always joined by "and."

Proposed course prerequisite(s) that can also be taken concurrently:

Is there a minimum grade for the prerequisites or corequisites?

The default grades are D for undergraduates and C for graduates.

Major/minor or classification restrictions:

List the Banner 4 character codes and whether they should be included or excluded.

For 5000 level prerequisites & corequisites: Do these apply to: (circle one) undergraduates graduates both

Specifications for University Schedule of Classes:

a. Course title (maximum of 30 spaces):

b. Multi-topic course: ☐ No ☐ Yes

c. Repeatable for credit: ☐ No ☐ Yes

d. Mandatory credit/no credit: ☐ No ☐ Yes

e. Type of class and contact hours per week (check type and indicate hours as appropriate)

- |   |  |  |
|---|--|--|
| 1. <input type="checkbox"/> Lecture           | 3. <input type="checkbox"/> Lecture/lab/discussion                     | 5. <input type="checkbox"/> Independent study        |
| 2. <input type="checkbox"/> Lab or discussion | 4. <input type="checkbox"/> Seminar or <input type="checkbox"/> studio | 6. <input type="checkbox"/> Supervision or practicum |

CIP Code (Registrar's use only):

Chair/Director DM Galbal

Date 9/26/17

Chair, College Curriculum Committee

Date

Dean Date: Graduate Dean: Date

Curriculum Manager: Return to dean ☐ Date Forward to: Date

Chair, COGE/ PEB / FS President Date

FOR PROPOSALS REQUIRING GSC/USC REVIEW:

\* ☐ Approve ☐ Disapprove Chair, GSC/USC Date

\* ☐ Approve ☐ Disapprove Provost Date

1. Explain briefly and clearly the proposed improvement.

Creates an **Educational Leadership – School Administrator Certificate: Central Office Endorsement** consisting of 21 credits.

2. Rationale. Give your reason(s) for the proposed improvement. (If your proposal includes prerequisites, justify those, too.)

Michigan requires all school administrators to hold a valid school administrator certificate, with either a Building Level or Central Office Endorsement. For the Building Level, students can obtain that endorsement by completing WMU's MA in Educational Leadership: K-12 Principal concentration. For the Central Office endorsement, students can obtain that by completing WMU's Ed.S. in Educational Leadership or a Ph.D. in Educational Leadership: K-12 Leadership concentration.

However, not all students want to obtain an additional graduate degree, so instead they can obtain the Central Office endorsement by completing at least 21 credits post-MA (with such credits approved by the MI Department of Education). Right now, those students just taking the 21 credits (not part of another advanced degree), must do so as a non-degree graduate student. However, as a non-degree student they do not officially "count" within any department's student count, nor might they get the advising that is needed. Therefore, we are proposing to create this 21 credit certificate, which aligns with the state certificate they will be eligible to receive once they complete this new WMU certificate.

3. Effect on other colleges, departments or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.

These revisions have no impact on other departments or programs, in that all courses are current courses offered within the department.

4. Effect on your department's programs. Show how the proposed change fits with other departmental offerings.

All of the required courses are already offered for our Ed.S. and K-12 Ph.D. students. There is room in the offered sections for the few additional students each year who might use this route.

5. Effects on enrolled students: Are program conflicts avoided? Will your proposal make it easier or harder for students to meet graduation requirements? Can students complete the program in a reasonable time? Show that you have considered scheduling needs and demands on students' time. If a required course will be offered during summer only, provide a rationale.

This new certificate could offer a positive impact on current and future students since we can more easily assign an advisor to guide them.

6. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students?

These revisions will make it clearer that WMU does offer a program which allows eligible applicants (those with an existing MA degree) to take the 21 required credits required by the state for administrator certification. This may increase the number who choose to come to WMU for such courses.

7. Effects on resources. Explain how your proposal would affect department and University resources, including faculty, equipment, space, technology, and library holdings. If proposing a new program, include a letter and/or email of support from the university library affirming that the library resource issues have been reviewed. Tell how you will staff additions to the program. If more advising will be needed, how will you provide for it? How often will course(s) be offered? What will be the initial one-time costs and the ongoing base-funding costs for the proposed program? (Attach additional pages, as necessary.)

These revisions will not require any additional resources since all courses are already taught for the Ed.S. and Ph.D. students, and there is room within such existing courses.

As required, attached is an email from the WMU Library indicating that no additional library resources will be needed.

8. General education criteria. For a general education course, indicate how this course will meet the criteria for the area or proficiency. (See the General Education Policy for descriptions of each area and proficiency and the criteria. Attach additional pages as necessary. Attach a syllabus if (a) proposing a new course, (b) requesting certification for baccalaureate-level writing, or (c) requesting reapproval of an existing course.)

Not applicable

9. List the learning outcomes for the proposed course or the revised or proposed major, minor, or concentration. These are the outcomes that the department will use for future assessments of the course or program.

All students must meet the state and ELLC/CAEP national professional standards associated with K-12 certification as follows:

**Standard 1.0:** Graduates are educational leaders who have the knowledge, skills, and abilities to promote the success of all students by facilitating the articulation, formulation, and dissemination of a school or district vision of learning supported by the school community.

**Standard 2.0:** Graduates are educational leaders who have the knowledge and ability to support the success of all students by promoting and maintaining a positive school culture for learning, by promoting effective instructional programs, by applying best practices to student learning, and by designing and implementing comprehensive professional growth plans for staff.

**Standard 3.0:** Graduates are educational leaders who have the knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.

**Standard 4.0:** Graduates are educational leaders who have the knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.

**Standard 5.0:** Graduates are educational leaders who have the knowledge and ability to promote the success of all students by demonstrating a respect for the rights of others and by acting responsibly.

**Standard 6.0:** Graduates are educational leaders who have the knowledge and ability to promote the success of all students by articulating, analyzing and describing, and communicating the larger political, social, economic, legal, and cultural context and advocating for all students.

**Standard 7.0:** Graduates are educational leaders who have the ability and experience to promote the success of all students by completing an internship that provides significant opportunities for synthesizing and applying knowledge and practicing the skills identified in Standards 1-6 through substantial, sustained, standards-based work in real settings, planned and guided cooperatively by the institution and school district personnel for graduate credit.

10. Describe how this curriculum change is a response to assessment outcomes that are part of a departmental or college assessment plan or informal assessment activities.

This is based on feedback acquired from existing and potential students regarding their confusion on whether WMU offers a way for students to take the 21 credits beyond the MA that the state requires for the Central Office endorsement. This revision clarifies that issue.

11. (Undergraduate proposals only) Describe, in detail, how this curriculum change affects transfer articulation for Michigan community colleges. For course changes, include detail on necessary changes to transfer articulation from Michigan community college courses. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section.

Not applicable

12. Please offer both "Current Catalog Language" and "Proposed Catalog Language" if there is to be a change in the catalog description for a given course and/or program. For the "current" language, please copy and paste relevant language from the most current catalog and for the "proposed" language, please share the exact proposed new catalog language. As possible, bold or otherwise note the key changes in the new proposed catalog language.

See attached for proposed catalog language for this new certificate

## Proposed New Catalog Copy

### **Education Leadership – Administrator Certificate: Central Office Endorsement**

Advisors: Louann Bierlein Palmer, Walter Burt, Brett Geier, Dennis McCrumb, Patricia Reeves, Room 3571, Sangren Hall.

This certificate is for individuals who already have a master's degree, and are seeking to obtain the state's Administrator Certification: Central Office Endorsement by taking the 21 required credits beyond the master's degree.

#### **Admission Requirements**

Applicants to this graduate certificate must have a completed master's degree prior to beginning the credits toward the certificate. Specific application requirements and the application link can be found on the website of the Department of Educational Leadership, Research, and Technology.

#### **Program Requirements (21 hours)**

A program of study consists of 21 credits as noted below (or equivalents) is required. In addition to this WMU certificate, a student can be recommended to receive the state certificate/central office endorsement.

- EDLD 6060 - Advanced Systems Thinking **Credits: 3 hours**
- EDLD 6630 - Personnel Administration **Credits: 3 hours**
- EDLD 6720 - School Finance **Credits: 3 hours**
- EDLD 6800 - The Superintendency **Credits: 3 hours**
- EDLD 6810 - Policy Development **Credits: 3 hours**
- EDLD 6850 - Facilities and Technology Systems for Learning **Credits: 3 hours**
- EDLD 7120 - Professional Field Experience **Credits: 2 to 12 hours (3 hours needed)**

## Re: new certificate program

Barbara J Cockrell

Mon 9/25/2017 4:32 PM

To: Louann A Bierlein Palmer <l.bierleinpalm@wmich.edu>;

Cc: Michele D Behr <michele.behr@wmich.edu>; Tonya E Dean <tonya.dean@wmich.edu>;

1 attachments (90 KB)

Admin Certificate in Ed Leadership Revisions (9-25-17).doc;

LouAnn,

Thanks for sending this on to me. I have reviewed this new certificate program and the Libraries will provide support as it is able with the understanding that no new resources are required and that the Libraries can make no guarantees of maintaining current resources especially if the current flat budget for library information continues.

Having said that we will do our best to provide your faculty and students with the information and support they need and wish you success with this new venture.

Best regards,

Barbara

Dr. Barbara Cockrell,

Associate Dean, University Libraries

Western Michigan University

Waldo Library, 1903 W Michigan Ave

Kalamazoo, MI 49008-5353 USA

(269) 387-5143

The University Libraries empowers its community to discover, explore, and shape the information universe for current and future uses

---

**From:** Louann A Bierlein Palmer

**Sent:** Monday, September 25, 2017 12:50 PM

**To:** Barbara J Cockrell

**Cc:** Michele D Behr

**Subject:** new certificate program

Barbara -- I am seeking an email from you indicating that you have reviewed the attached proposal and affirm that no additional resources are needed for this new certificate program.

This 21 credit certificate includes all existing courses (already offered within our Ed.S. and Ph.D.), but are being packaged together to align with the state's administrator certificate. The few current students working on this outside one of these degrees have been doing this as a non-degree student. Thus no additional library resources are needed.

Thanks for sending me back an email when you can.