

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **25-Nov-14** Curriculum Bulletin _____
 Effective Date **Fall 2015** Approved by EPC _____

Department **Foundations, Leadership, and Administration**
 College **EH - Education, Health and Human Services**
 Degree **CER8 - Post-Master's Certificate**
 Program Name **Ohio Superintendent's Licensure** Program Banner Code **C8XX**
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Establish program**

Description of proposal:

This proposal establishes a new university post-master's certificate from the six courses, 18 hours, required for superintendency licensure in the State of Ohio. All courses have been approved individually to be offered fully online. This proposal would formalize the series of six courses into a recognized online certificate.

Does proposed revision change program's total credit hours? Yes No
 Current total credit hours: **18** Proposed total credit hours **18**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

none

Units consulted (other departments, programs or campuses affected by this proposal):

none

REQUIRED ENDORSEMENTS

<u>H. Delmonico-Jenkins (for Mark Kretovics)</u>	<u>12/14/2014</u>
Department Chair / School Director	
<u>Cashin G. Hank</u>	<u>12/15/14</u>
Campus Dean (for Regional Campuses proposals)	
<u>_____</u>	<u> / / </u>
College Dean (or designee)	
<u>Nancy B. Reed</u>	<u>12/18/14</u>
Dean of Graduate Studies (for graduate proposals)	
<u>_____</u>	<u> / / </u>
Provost and Senior Vice President for Academic Affairs (or designee)	

Proposal Summary

Establish ~~Online~~ Ohio Superintendent's Licensure Post-Master's Certificate

Description of Action, Including Intended Effect

The purpose of this proposal is to formalize the existing 18 hours of coursework leading to eligibility to apply for a superintendent's license in the State of Ohio as a fully-online post-master's certificate titled, ~~Online~~ *Superintendent's Ohio Licensure [C8XX]*.

The required courses were previously approved, to be offered online through the PK-12 Educational Administration [EAKL] program in the School of Foundations, Leadership and Administration [FLA] within the College of Education, Health and Human Services [EH]. As a Kent State University certificate, the online program will be officially recognized and marketable to interested students as an entity. It will also allow students to be identified and tracked for reporting purposes and admission requirements will be established to ensure students meet professional standards. Upon completion of the program, the student transcript will reflect not only the earned credits but also the awarding of the certificate.

Courses that will be included in the formal certificate include:

- EDAD 6/76515 *Facilities Planning and Administration*
- EDAD 6/76522 *Public School Finance and Economics*
- EDAD6/76529 *Leading for Social Justice*
- EDAD 6/76492 *Internship in Educational Administration*
- EDAD 6/76534 *The Superintendency*
- EDAD 6/76747 *Personnel*

Each course represents three hours of credit for a total of 18 hours. Though the existing series of courses leads students to eligibility for licensure in the State of Ohio, a few students from other states, some of which have reciprocity with Ohio, have enrolled in the courses each year.

Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)

No other programs, course offerings, students, faculty, or staff should experience impact as a result of this proposed certificate.

Fiscal, Enrollment, Facilities and Staffing Considerations

Since the courses included in the proposed certificate are already offered on a regular annual cycle, the formalization of the courses into a certificate should not create issues with operations noted above.

Evidence of Need and Sustainability if Establishing

The program consulted with the Ohio Board of Regents, Ohio Department of Education,

CATALOG COPY

Ohio Superintendent's Licensure (Post Master's)

College College of Education, Health and Human Services

Department School of Foundations, Leadership and Administration
 300 White Hall
 Tel: 330-672-2012
 Web: www.ehhs.kent.edu/fla

Description The ~~Online~~ Ohio Superintendent's Licensure certificate is designed to meet the Educational Leadership Constituent's Council (ELCC) standards for preparation of district level educational leadership. The superintendent license requires three years of experience in a position requiring a Principal or Administrative Specialist license. This license requires 18 hours of prescribed coursework, including a field experience. All coursework for the superintendent license takes place in an online format. This license permits the holder to serve in any PK-12 administrative position with the exception of School Treasurer.

Admission Requirements: Official transcript(s), goal statement, two letters of recommendation and interview. Applicants must have completed their master's degree from an accredited institution with a minimum 3.0 GPA.

Note: students must have practiced at least three years in school leadership to be eligible for a Superintendent's license in the State of Ohio.

CERTIFICATE REQUIREMENTS (18 credits)		
Course	Title	Credits
EDAD 76515	Facilities Planning and Administration	3
76522	Public School Finance and Economics	3
76529	Leading for Social Justice	3
76747	Personnel	3
76534	The Superintendency	3
76492	Internship	3
MINIMUM TOTAL		18

All coursework must be taken at Kent State University. Substitutions or modifications are considered on a case-by-case basis and must be approved in writing by the student's assigned advisor (degree students) or program coordinator (non-degree students).

Notice of Intent to Offer an Educational Program
Online Ohio Superintendent's Licensure Post-Master's Certificate
Kent State University

Gainful Employment Electronic Announcement #5 dated June 1, 2011 and posted on www.ifap.ed.gov explains the process for institutional notification to the U.S. Department of Education (ED) of new educational programs that prepare students for gainful employment in a recognized occupation (GE Programs). An institution's notification to ED of its intent to offer a new GE Program must include information to support the institution's determination of the need for the program, as required by the regulations at 34 CFR 600.20(d)(2). Descriptions and documentation provided by an institution can cover more than one new GE Program, if the same, or similar, process was used by the institution to determine the need for the program, and should be provided as follows:

1. Institution Name: **Kent State University (KSU)**
2. OPEID: **00305100**
3. Program name(s) and program CIP code(s) supported by this documentation:
 Title: **Online Superintendent's Ohio Licensure Certificate**
 CIP Code: **13.0411 Superintendency and Educational System Administration**
4. Narrative description of how the institution determined the need for the program. For example, describe what need this program will address and how the institution became aware of that need. If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. The institution must retain documents that support this description for review or submission to the ED upon request.

The proposed program will formalize the existing 18 hours of coursework leading to eligibility for a superintendent's license in the State of Ohio. By formalizing the existing coursework, which were approved individually at an earlier date to be offered online, into a university certificate, the program will be officially recognized and marketable to interested students as an entity. It will also allow students to be identified and tracked for reporting purposes and admission requirements will be established to ensure students meet professional standards. Upon completion of the program, the student transcript will reflect not only the earned credits but also the awarding of the certificate. Courses that will be included in the formal certificate include:

- **EDAD 6/76515 Facilities Planning and Administration (3 cr)**
- **EDAD 6/76522 Public School Finance and Economics (3 cr)**
- **EDAD 6/76529 Leading for Social Justice (3 cr)**
- **EDAD 6/76747 Personnel (3 cr)**
- **EDAD 6/76534 The Superintendency (3 cr)**
- **EDAD 6/76492 Internship (3 cr)**

5. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or state labor data systems information was used, and/or if state, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level,

admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. The institution must retain copies of documents and its analysis for review and submission to the ED upon request.

For decades, Kent State University has offered to school administrators in Northeastern Ohio, the coursework necessary for eligibility for State of Ohio Superintendent licensure. The current series of courses, approved for several years now by the Ohio Department of Education and the Ohio Board of Regents, consists of 18 hours of coursework, all also approved to be delivered online. The six courses (18 hours) were designed to meet the Educational Leadership Constituent's Council (ELCC) standards for preparation of district level educational leadership. The standards outline the preparation for successful performance of superintendents who lead an effective school environment for the advancement of student learning. The standards focus on the superintendent's ability to lead students, teachers, building leaders, staff, and community. The standards require superintendents to advocate for students and families by

- collaboratively developing and lead a vision,
- managing business, organizational, operational, fiscal, human, and technical resources,
- translating research into practice,
- practicing ethically, fairly, justly,
- supporting the curriculum and instructional program,
- being aware of the political, legal, cultural, social, economic culture.

As Wilmore (2008) has written in her recent book *Superintendent Leadership*

The role of today's superintendent has changed considerably in recent years (Berman, 2005). The dynamics of society as they relate to schools have resulted in the superintendent, as the voice and face of "established education," often coming under fire (Hoyle, 2004). Today's superintendents must deal with internal and external political and governance issues that have arisen due to societal changes. These issues, among others, have generated a new breed of superintendents who must be both committed as well as ultra-resilient. On-the-job stress has also increased considerably, resulting in more turnover, increased mobility, and shorter tenures within the role (Bjork & Keedy, 2003; Fenwick, 2000; Glatter, 1996; Henry, 2000; Natt, 2000). This, in turn, has resulted in a shortage of superintendents on the national level that is bordering on critical (Bjork & Keedy, 2003; Bjork & Kowalski, 2005; Hoyle, 2004; Natt, 2000). This shortage has, among other factors, created an increase in women and minority administrators (Krantz, 2000)

Given the current role of the superintendent as professional and the changing needs of society, the KSU program for the preparation has evolved to its current state. The program consists of six courses, 18 hours, which might be earned over the course of a calendar year, 3 academic semesters. Academically, the courses are taught at the post-master's degree level, since administrator/students must have earned a master's degree and have practiced at least three years in school leadership to be eligible for a superintendent's license in the State of Ohio. Furthermore, in addition to meeting the ELCC standards for superintendent's preparation, the curriculum has been shaped by the input from the KSU Educational Administration Advisory Council, composed of school leaders who practice in the Northeastern Ohio region. See *Appendix A*

Though the existing series of courses leads students to eligibility for licensure in the State of Ohio, a few students from other states, some of which have reciprocity with Ohio, have enrolled in the courses each year.

6. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. The institution must retain copies of analysis documents for review and submission to the ED upon request. **It was not necessary to conduct wage analyses given the requirement in the State of Ohio that superintendents be licensed. In Ohio wages for superintendents are locally determined by boards of education and can differ greatly by district, municipality, county or region.**

7. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following: business advisory committees; program integrity boards; business that would likely employ graduates of the program; and/or public or private oversight or regulatory agencies (not including the state licensing/authorization agency and accrediting agency).

For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the ED upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.

In the early 2000s, the series of six courses, 18 hours, to be offered online was developed by Educational Administration faculty in consultation with the Educational Administration Advisory Council. The series was designed to meet the ELCC Standards that govern the professional area. Faculty presented the current courses to the Foundations, Leadership, and Administration School Curriculum Committee. When approved at the School level, the faculty presented the courses to the Education, Health and Human Services College Curriculum Committee. The Associate Dean for Administrative Affairs and Graduate Education endorsed the series, as did the Kent State University Educational Policy Council. The Ohio Board of Regents and the Ohio Department of Education approved the series of course as a superintendency preparation program leading to licensure.

Since the program had been offering superintendency preparation programming for many years, the development of this current series of courses was merely a revision to reflect trends in the field, to meet current ELCC standards, and to offer the courses online.

8. Date of the first day of class. Include both:

a. The first day the program was or will be offered by the institution.

The series of courses which are now being proposed as a university certificate will begin as soon as approval is granted and hopefully for the 2015-2016 academic year. The series of courses begins in the Summer 1 semester and continues through the following Spring semester, students enrolling in six hours each of the three semesters.

b. The day you would like to begin disbursing Title IV funds to students enrolled in the program.

June 1, 2016.

APPENDIX A

NATIONAL RECOGNITION REPORT

Preparation of Educational Leaders (2001 Standards)

School District Level

Educational Leadership Constituent Council (ELCC)

COVER PAGE

Name of Institution

Kent State University, OH

Date of Review

MM DD YYYY
 02 / 01 / 2014

This report is in response to a(n):

- Initial Review
- Revised Report
- Response to Conditions Report

Program(s) Covered by this Review

Educational Administration - Superintendent

Grade Level⁽¹⁾

P-12

(1) e.g. Early Childhood; Elementary K-6

Program Type

Other School Personnel

Award or Degree Level(s)

- Post Baccalaureate
- Master's
- Post Master's
- Specialist or C.A.S.
- Doctorate
- Endorsement only

PART A - RECOGNITION DECISION

SPA Decision on NCATE recognition of the program(s):

- Nationally recognized
- Nationally recognized with conditions
- Further development required **OR** Nationally recognized with probation **OR** Not nationally recognized [See Part G]

Test Results (from information supplied in Assessment #1, if applicable)

The program meets or exceeds an 80% pass rate on state licensure exams:

- Yes
- No
- Not applicable
- Not able to determine

Comments, if necessary, concerning Test Results:

Summary of Strengths:

Faculty have revised their Option C data charts to meet the conditions stated in the last report. Section V data analysis has been revised based on the revised data charts submitted.

PART B - STATUS OF MEETING SPA STANDARDS

Standard 1.0: Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a district vision of learning supported by the school community.

1.1 Develop a District Vision of Learning.

- | | | |
|----------------------------------|-----------------------|-----------------------|
| Met | Met with Conditions | Not Met |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comment:

1.2 Articulate a District Vision of Learning.

- | | | |
|-----------------------|-----------------------|-----------------------|
| Met | Met with Conditions | Not Met |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comment:

1.3 Implement a District Vision of Learning.

- | | | |
|----------------------------------|-----------------------|-----------------------|
| Met | Met with Conditions | Not Met |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comment:

1.4 Steward a District Vision of Learning.

Met Met with Conditions Not Met

Comment:

1.5 Promote Community Involvement in District Vision.

Met Met with Conditions Not Met

Comment:

Standard 2.0: Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by promoting a positive district culture, providing effective instructional programs, applying best practice to student learning, and designing comprehensive professional growth plans for staff.

2.1 Promote a Positive District Culture.

Met Met with Conditions Not Met

Comment:

2.2 Provide Effective Instructional Programs within District.

Met Met with Conditions Not Met

Comment:

2.3 Apply Best Practice to Student Learning.

Met Met with Conditions Not Met

Comment:

2.4 Design Comprehensive Professional Growth Plans.

Met Met with Conditions Not Met



Comment:

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

3.1 Manage the District Organization.

Met

Met with Conditions

Not Met



Comment:

3.2 Manage District Operations.

Met

Met with Conditions

Not Met



Comment:

3.3 Manage District Resources.

Met

Met with Conditions

Not Met



Comment:

Standard 4.0: Candidates who complete the program 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.

4.1 Collaborate with Families and Other Community Members.

Met

Met with Conditions

Not Met



Comment:

4.2 Respond to Community Interests and Needs.

Met

Met with Conditions

Not Met

Comment:

4.3 Mobilize Community Resources.

Met Met with Conditions Not Met

Comment:

Standard 5.0: Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by acting with integrity, fairly, and in an ethical manner

5.1 Acts with Integrity.

Met Met with Conditions Not Met

Comment:

5.2 Acts Fairly.

Met Met with Conditions Not Met

Comment:

5.3 Acts Ethically.

Met Met with Conditions Not Met

Comment:

Standard 6.0: Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

6.1 Understand the Larger Educational Context.

Met Met with Conditions Not Met

Comment:

6.2 Respond to the Larger Educational Context.

Met Met with Conditions Not Met

Comment:

6.3 Influence the Larger Educational Context.

Met Met with Conditions Not Met

Comment:

Standard 7.0: Internship. The internship provides significant opportunities for candidates to synthesize and apply the knowledge and practice and develop 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.

7.1 Substantial.

Met Met with Conditions Not Met

Comment:

7.2 Sustained.

Met Met with Conditions Not Met

Comment:

7.3 Standards-based.

Met Met with Conditions Not Met

Comment:

7.4 Real Settings.

Met Met with Conditions Not Met

7.5 Planned and Guided Cooperatively.

Met Met with Conditions Not Met

Comment:**7.6 Credit.**

Met Met with Conditions Not Met

Comment:**PART C - EVALUATION OF PROGRAM REPORT EVIDENCE****C.1. Candidate knowledge of content**

Assessment #1: District Improvement Plan. Two applications of data have been submitted as required in the last team report.

Assessment #2: Leadership Framework. Updated data charts have been submitted for spring 2008, fall 2011, and spring 2012. All candidates but four were rated within the Exceeds or Meets levels of the scoring rubric.

Assessment #6: School Finance Model. Two applications of data for summer 2011 and summer 2012 have been submitted as required in the last team report.

C.2. Candidate ability to understand and apply pedagogical and professional content knowledge, skills, and dispositions

Assessment #3: Final exam. Updated data charts have been submitted for spring 2011, fall 2011, and spring 2012. All candidates but three were rated within the Exceeds or Meets levels of the scoring rubric.

Assessment #4: Internship. Updated data charts have been submitted for spring 2008, fall 2011, and spring 2012. All candidates but three were rated within the Exceeds or Meets levels of the scoring rubric.

Assessment #7: No assessment submitted. This concern still stands.

C.3. Candidate effects on student learning

Assessment #5: Plan for District Staff Recruitment, Selection, and Retention. Two applications of data for fall 2011 and fall 2012 have been submitted as required in the last team report.

PART D - EVALUATION OF THE USE OF ASSESSMENT RESULTS

Evidence that assessment results are evaluated and applied to the improvement of candidate performance and strengthening of the program (as discussed in Section V of the program report)

Not applicable

PART E - AREAS FOR CONSIDERATION

Areas for consideration

Assessment #7 was not submitted as required by the conditions outlined in the last team report.

PART F - ADDITIONAL COMMENTS

F.1. Comments on Section I (Context) and other topics not covered in Parts B-E:

None

F.2. Concerns for possible follow-up by the Board of Examiners:

None

PART G - DECISIONS

Please select final decision:

- National Recognition.** The program is recognized through the semester and year of the institution's next NCATE accreditation decision in 5-7 years. **To retain recognition, another program report must be submitted mid-cycle (2 years in advance for a 5-year cycle and 3 years in advance for a 7-year cycle) before the next scheduled accreditation visit.** The program will be listed as nationally recognized through the semester of the next NCATE accreditation decision on websites and/or other publications of the SPA and NCATE. The institution may designate its program as nationally recognized by NCATE, through the semester of the next NCATE accreditation decision, in its published materials. National recognition is dependent upon NCATE accreditation. *Please note that once a program has been nationally recognized, it may not submit another report addressing any unmet standards or other concerns cited in the recognition report.*

Please click "Next"

This is the end of the report. Please click "Next" to proceed.

New Program Needs Analysis and Faculty Credentials Online Ohio Superintendent's Licensure Post-Master's Certificate

1. ESTABLISH A NEED FOR THE PROPOSED PROGRAM

Rationale

For decades, Kent State University has offered to school administrators in Northeastern Ohio the coursework necessary for eligibility for State of Ohio Superintendent licensure. The current series of courses, approved for several years now by the Ohio Department of Education and the Ohio Board of Regents, consists of 18 hours of coursework, all previously approved to be delivered online. The six courses (18 hours) were designed to meet the Educational Leadership Constituent's Council (ELCC) standards for preparation of school district level educational leadership (see Appendix A). The standards outline the preparation for successful performance of superintendents who lead an effective school environment for the advancement of student learning.

Given the current role of the superintendent as professional and the changing needs of society, the KSU program for the preparation has evolved to its current state. The program consists of six courses, 18 hours, which might be earned over the course of a calendar year, 3 academic semesters. Academically, the courses are taught at the post-master's degree level, since administrator/students must have earned a master's degree and have practiced at least three years in school leadership to be eligible for a superintendent's license in the State of Ohio. Furthermore, in addition to meeting the ELCC standards for superintendent's preparation, the curriculum has been shaped by the input from the KSU Educational Administration Advisory Council, composed of school leaders who practice in the Northeastern Ohio region. The proposed certificate will formalize the series of courses into a recognized university certificate. As a result, students' transcripts will not only record the completion of the 18 hours of coursework, but will also recognize the student's earning a university certificate.

Market Need

The Educational Administration program faculty has consulted with the Ohio Board of Regents, Ohio Department of Education, Buckeye Association of School Administrators, and the American Association of School Administrators (AASA) to identify market trends for hiring newly licensed school superintendents.

According to AASA in May, 2013, the country is "facing a shrinking number of qualified applicants for superintendent openings." According to the organization, it is estimated that 50% of those presently in superintendent positions plan to retire by 2016. Compounding the impending shortage, statistics show that the tenure of an inner city superintendent is often only 3 years; that of a suburban superintendent, 6 years.

According to Ohio's Buckeye Association of School Administrators (BASA), over the past year 60-65% of Ohio superintendents hired were first time superintendents. Of the 715 superintendency positions in Ohio, 150 were open to new hires in 2014. Usually, the number of positions open each year hovers between 110 and 120. Moreover, because of current changes in the State Teachers Retirement System, those more seasoned individuals currently in superintendents' positions could

find it financially advantageous to retire by 2016. Therefore, BASA predicts spikes in open superintendent positions in Ohio over the next two years.

It was not necessary to conduct wage analyses. In Ohio, wages for superintendents are locally determined by boards of education and can differ greatly by district, municipality, county or region.

2. PROJECTED STUDENT AND GRADUATE DATA

The proposed program will formalize the **existing** 18 hours of coursework leading to eligibility for a superintendent's license in the State of Ohio. By formalizing the existing 18 hours of coursework, which were approved individually at an earlier date to be offered online, into a university certificate, the program will be officially recognized and marketable to interested students as an academic credential. It will also allow students to be identified and tracked for reporting purposes and admission requirements will be established to ensure students meet professional standards. Upon completion of the program, the student transcript will reflect not only the earned credits but also the awarding of the certificate. Courses that will be included in the formal certificate include:

- EDAD 76515 Facilities Planning and Administration
- EDAD 76522 Public School Finance and Economics
- EDAD 76529 Leading for Social Justice
- EDAD 76747 Personnel
- EDAD 76534 The Superintendency
- EDAD 76492 Internship

Each course represents three hours of credit for a total of 18 hours.

Potential Students for the Certificate

The certificate program will target the regional and national population of school leaders, who have already earned a master's degree and are in practice in school districts as building level leaders. The State of Ohio, and most states, require that practicing superintendents be licensed.

Enrollment data from the past four years, since the series of courses was offered online, indicate a consistency of need for and interest in courses at Kent State University leading to superintendency licensure over the past four years.

2011-2012 15 enrolled
 2012-2013 15 enrolled
 2013-2014 10 enrolled
 2014-2015 11 enrolled

It would seem appropriate to expect similar need/interest in the next few years if the series of courses is offered as a recognized certificate. Furthermore, the increased need for new superintendents in the next few years as forecasted by state data would suggest that the need for licensure preparation, and this new certificate, should also increase.

3. FACULTY CREDENTIALS AND CAPACITY

Full/Part time	Instructor and rank	Degree titles, institution, year	Years teaching in discipline	Course(s) will teach in the proposed program	Number of courses taught yearly at all locations
FT	Rosemary Gornik Assistant Professor	PhD, Kent State University, 2003 Curriculum and Instruction with Administrative Licensure	10	EDAD 76747 Personnel EDAD76534 The Superintendency EDAD 76492 Internship	3
FT	Chinasa Elue Assistant Professor	PhD, Clemson University, 2014 Educational Administration	2	EDAD 76529 Leading for Social Justice	1
FT	Christa Boske Associate Professor	EdD, Northern Illinois University, 2005 Educational Administration	8	EDAD 76529 Leading for Social Justice	1
PT	Joseph Giancola	PhD, Kent State University, 1988 Educational Administration	10	EDAD 76515 Facilities Planning and Administration	1
PT	Edwin Holland	PhD, Ashland University, 2003 Educational Administration	8	EDAD 76522 Public School Finance and Economics	1

Dr. Rosemary Gornik, who is a full-time faculty member, will coordinate the **Online Ohio Superintendent's Licensure Certificate**, a component of the Educational Administration Program coordinated by Dr. Christa Boske. Dr. Gornik has taught in Educational Administration programs for 10 years. Furthermore, Dr. Gornik has served for over 20 years as a school building and district administrator, including her most recent tenure as superintendent. Dr. Gornik continues to be an active scholar with published books on transformative curriculum leadership. Dr. Gornik teaches EDAD 76747 *Personnel*, EDAD76534 *The Superintendency*, EDAD 76492 *Internship*.

Dr. Christa Boske, coordinator of the Educational Administration Program, has served as a practicing school leader and is a prolific researcher and author in the areas of social justice and equity in schools. Dr. Boske is a full-time tenured faculty member and has over eight years of teaching in Educational Administration. Dr. Boske teaches EDAD 76529 *Leading for Social Justice*.

Dr. Chinasa Elue is a new full-time tenure-track faculty member in the program. Dr. Elue's research centers policy, especially concerning the rural poor and their access to higher education. This is Dr. Elue's first full-time faculty position. She is presently teaching the course, EDAD 76492 *Leading for Social Justice*.

Dr. Joseph Giancola, who is the recently retired superintendent of Kent City Schools, has taught in the superintendency licensure program at Kent State University as well as at other institutions. Dr. Giancola is a well-respected scholarly practitioner and the author of many publications, including a book on school leadership. Dr. Giancola brings more than 20 years of administrative experience to the program. As a part-time faculty member, he teaches only one course, EDAD 76515 *Facilities Planning and Administration*.

Dr. Edwin Holland, regionally recognized for his expertise in school finance and funding, is the superintendent of Orange City Schools. As a part-time faculty member, Dr. Holland has taught the EDAD 76522 Public School Finance and Economics course in the superintendency program for several years. Dr. Holland has served as superintendent in both economically- challenged and affluent school districts.

Since the series of six courses has been offered for several years already, the program faculty have managed well to meet the teaching and advising needs of the students. The responsibility for teaching these courses has been incorporated into the course loads of full-time faculty. Thus, faculty are also able to meet the expectations of the university for service and scholarship without the necessity of overload.

Thus, full-time faculty members teach over 60% of the courses in the series. Three full-time faculty members are accessible to students in the certificate program. The part-time faculty are hired repeatedly for their experience and expertise, but also for their focus on students. They too are readily accessible to students and encourage regular interaction beyond course content.

Students experience five faculty members over the duration of the program allowing for diversity of perspective. All full-time faculty members are women; of them, one is African American. The two part-time faculty are men.

Change Request: Program Delivery at an Off-Campus Site

This form only needs to be submitted if the institution intends to deliver 50 percent or more of the requirements of an existing degree program at an off-campus site (excluding general education, internships, clinical practicum, field experiences, student teaching). If the institution is requesting authorization to deliver the program(s) at multiple off-site locations, complete and submit a separate form for each site. Once approved by the respective college, the proposal needs to be submitted (in MSWord) to Therese Tillett, Office of Curriculum Services, for review and provost approval before being sent to the Ohio Board of Regents.

Date of submission: November 25, 2014
Name of institution: Kent State University
Course Delivery Site: Online
Program to be delivered at the site: ~~Online~~ Ohio Superintendent's Licensure Certificate

Proposed start date: Summer, 2016
Date that the request received final approval from the appropriate institutional committee: [enter approving body and date]

Primary institutional contact for the request:
Name: Therese E. Tillett
Title: Director of Curriculum Services
 Office of the Provost
Phone number: 330-672-8558
E-mail: ttillet1@kent.edu

Educator Preparation Programs:
Leads to licensure: Yes
Leads to endorsement: No

Briefly describe the rationale for offering the program at this site. In your response, indicate whether the program to be offered at the site will be time limited or ongoing.

The proposed program will formalize the existing 18 hours of coursework leading to eligibility for a superintendent's license in the State of Ohio. By formalizing the existing coursework, which were approved individually at an earlier date to be offered online, into a university certificate, the program will be officially recognized and marketable to interested students as an entity. It will also allow students to be identified and tracked for reporting purposes and admission requirements will be established to ensure students meet professional standards. Upon completion of the program, the student transcript will reflect not only the earned credits but also the awarding of the certificate. Courses that will be included in the formal certificate include:

- EDAD 6/76515 Facilities Planning and Administration
- EDAD 6/76522 Public School Finance and Economics

- EDAD6/76529 Leading for Social Justice
- EDAD 6/76747 Personnel
- EDAD 6/76534 The Superintendency
- EDAD 6/7 6492 Internship

Each course represents three hours of credit for a total of 18 hours.

Though the existing series of courses leads students to eligibility for licensure in the State of Ohio, a few students from other states, some of which have reciprocity with Ohio, have enrolled in the courses each year.

The Ohio Board of Regents and the Ohio Department of Education approved the series of course as a superintendency preparation program leading to licensure.

Since the Educational Administration program had been offering superintendency preparation programming for many years, the development of this current series of courses is merely a revision to reflect trends in the field, to meet current ELCC standards, and to offer the courses online to working professionals.

SECTION 1: CHANGES NEEDED TO ACCOMMODATE THE NEW PROGRAM(S)

1.1 Describe the changes in academic and administrative leadership (if any) that will be needed to accommodate the new program.

Dr. Rosemary Gornik, Assistant Professor in the Educational Administration Program, will be responsible for the coordination of this program. She will cooperate with Dr. Christa Boske, Associate Professor and Coordinator of the Educational Administration Program. All other administrative and academic conditions will remain as they are currently.

1.2 Describe the changes (if any) that will be needed in the site's existing administrative services (e.g., admissions, financial aid, registrar, etc.) to accommodate the new program. If such services are not available at the site, describe how students in the new program(s) will access such services.

No changes will be needed in the existing administrative services. Online students in the program will have full access to all student services at Kent State University.

1.3 Describe changes (if any) that will be needed in the site's existing academic student services (e.g., advising, tutoring, counseling, placement services, etc.) to accommodate the new program. If such services are not available at the site, describe how students in the new program will access such services.

No changes will be necessary to accommodate this new certificate.

1.4. Describe the changes in resources and facilities (e.g., classrooms, computer labs, laboratories, study areas, social areas, technology, and other learning environments) that will be needed to accommodate the new program and provide a timeline for implementing the changes.

No changes in resources or facilities will be necessary to accommodate this certificate program since all of the courses exist and have been approved for online delivery.

1.5 Describe any additional library resources (e.g., personnel, space, technology, etc.) that will be needed to accommodate the new program at the site and provide a timeline for implementing the changes.

No changes will be necessary to accommodate this certificate program.

1.6. If a full-service library is not available onsite, please indicate how students, faculty and staff in the new program(s) will access the resources and services of the main campus library.

The Kent State University library will be accessible to all students enrolled in the certificate program.

SECTION 2: PROGRAM INFORMATION

2.1 Using the chart below, please list the degree/program area that is being added for delivery at the site. If general education courses are being added as part of this request, include that as a separate program area.

Title of Degree/Major or Program Component	Full Program Available On-Site	Partial Program Available On-Site	Comments for Chancellor's Staff
Online Ohio Superintendent's Licensure Post-Master's certificate	<i>online</i>		

2.2 Indicate whether alternative delivery options are available for the program at the proposed site and indicate whether this is different from the delivery option used for the approved program at other locations:

	Available	Currently Used in the Approved Program
Accelerated		
Hybrid/blended		
Online	*	*

SECTION 3: FACULTY

3.1 Complete a faculty matrix for the program being added at the site. Include a separate matrix if general education courses are being added. A faculty member must be identified for each course to be taught at the site during the first two years of program delivery. If a faculty member has not yet been identified for a course, indicate that as an "open position" and describe the necessary qualifications in the matrix.

Full/part time	Instructor and rank	Degree titles, institution, year	Years teaching in discipline	Course(s) will teach in the proposed program	Number of courses taught yearly at all locations
FT	Rosemary Gornik Assistant Professor	PhD Kent State University	15	EDAD 6/76747 Personnel EDAD 6/76534 The Superintendency EDAD 6/76492 Internship	6

FT	Chinasa Elue Assistant Professor		1	EDAD 6/76529 <i>Leading for Social Justice</i>	4
FT	Christa Boske	EdD Northern Illinois University	8	EDAD 6/76529 <i>Leading for Social Justice</i>	4
PT	Joseph Giancola	PhD Kent State University	10	EDAD 6/76515 <i>Facilities Planning and Administration</i>	1
PT	Edwin Holland		10	EDAD 6/76522 <i>Public School Finance and Economics</i>	1

3.2 Describe future faculty staffing plans for the program. In your response, include a description of the institution’s plans, if any, for adding courses and faculty after the initial two years of operation and a description of the plans to add faculty in response to increases in student enrollment.

The program has offered the six courses, 18 hours, in preparation for eligibility for the State of Ohio Superintendent’s Licensure for many years. The program area has no plans to add courses or faculty since enrollment has remained consistently manageable over the years. We do not anticipate that the conversion of the series of courses into a formalized university certificate will affect enrollment.

SECTION 4: MARKET/WORKFORCE NEED

4.1 Indicate whether the institution performed a needs assessment/market analysis to determine the need for the program(s) at the proposed site. If so, briefly describe the results of those findings.

The program consulted with the Ohio Board of Regents, Ohio Department of Education, Buckeye Association of School Administrators, and the American Association of School Administrators (AASA) to identify market trends for newly licensed school superintendents. According to AASA in May, 2013, the country is “facing a shrinking number of qualified applicants for superintendent openings.” According to the organization, it is estimated that 50% of those presently in superintendent positions plan to retire by 2016. Compounding the problem, statistics show that the tenure of an inner city superintendent is often only 3 years, that of a suburban superintendent, 6 years. To increase the number of individuals eligible to assume superintendency positions, the organization has launched a national preparation program.

4.2 Indicate the projected enrollments for the program(s) over the next three years.

	2015-2016	2016-2017	2017-2018
Projected Enrollment	10-15	10-15	10-15

4.3 Indicate whether the institution consulted with advisory groups, business and industry, or other experts when considering moving the program(s) to the proposed site. If so, briefly describe the involvement of these groups in the development of this request.

The current series of courses, approved for several years now by the Ohio Department of Education and the Ohio Board of Regents, consists of 18 hours of coursework, all also approved to be delivered online. The six courses (18 hours) were designed to meet the Educational Leadership Constituent’s Council (ELCC) standards for preparation of district level educational leadership. The

standards outline the preparation for successful performance of superintendents who lead an effective school environment for the advancement of student learning.

Given the current role of the superintendent as professional and the changing needs of society, the KSU program for the preparation has evolved to its current state. The program consists of six courses, 18 hours, which might be earned over the course of a calendar year, 3 academic semesters. Academically, the courses are taught at the post-master's degree level, since administrator/students must have earned a master's degree and have practiced at least three years in school leadership to be eligible for a superintendent's license in the State of Ohio. Furthermore, in addition to meeting the ELCC standards for superintendent's preparation, the curriculum has been shaped by the input from the KSU Educational Administration Advisory Council, composed of school leaders who practice in the Northeastern Ohio region.

4.4 Indicate whether any other institution within a 30-mile radius of your institution currently offers the program(s). If so, list the institutions that offer the program(s) within this radius.

Cleveland State University, Cleveland, Ohio

Commitment to Program Delivery at Site

Kent State University is dedicated to the delivery of the **Ohio Superintendent's Licensure Certificate online** in conjunction with an articulation agreement to strengthen the commitment to this partnership.

If for some reason Kent State University is unable to continue delivery of this program online the university pledges to allow for matriculating students to complete the program before the program is fully disbanded.

Kent State University verifies that the information in the application is truthful and accurate.

Todd A. Diacon
Provost and Senior Vice-President for Academic Affairs
Kent State University