University Council

March 10, 2023

<u>UNIVERSITY CURRICULUM COMMITTEE – 2022-2023</u>
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                              Rodney Mauricio (Sciences)
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Journalism and Mass Communication – Dodie Cantrell-Bickley
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Public Health – Pamela Orpinas
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Ex-Officio – Provost S. Jack Hu
Undergraduate Student Representative – Kate Lindgren
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Dear Colleagues:

The attached proposal from the Mary Frances Early College of Education to offer the major in Educational Administration and Policy (M.Ed.) online will be an agenda item for the March 17, 2023, Full University Curriculum Committee meeting.

Sincerely,

Susan Sanchez, Chair

cc: Provost S. Jack Hu
    Dr. Marisa Pagnattaro

Master's in Educational Administration and Policy Online Program Proposal

Date: October 16, 2022

College/School/Division: Mary Frances Early College of Education

Department: Lifelong Education, Administration, and Policy

Program: Educational Administration and Policy (M.Ed.)

Campus: Online

Will any approved areas of emphasis be offered under this major? No

CIP: 13040105

Proposed Start Date: Fall 2023

1. Needs Assessment

The proportion of inquiries to the Educational Administration and Policy program faculty, including the Tier I Program Coordinator, the Department Head, and Graduate Program Administrator, regarding graduate programs to pursue educational administration that specify interest in a largely or entirely online option has steadily increased over the last few years.

It has become increasingly clear in recent years that the program's M.Ed. program, which is specifically designed for, and limited to, already-certified teachers, is no longer viable if all candidates in the program must commute to Athens or Gwinnett for class meetings, even if (as has always been the case) all classes are scheduled either one evening per week or in summer semester.

As a practical matter and in prior terms, the program's Tier I option has served a majority of educators in northeast Georgia and the metropolitan Atlanta area. Competition from multiple Regional Educational Service Agencies (RESA), entirely-online programs in Educational Administration, and Georgia universities located closer to Atlanta has led to limited enrollment in UGA's Tier I programs in Athens and Gwinnett, despite the intense interest in obtaining the credential at the University of Georgia. Over the past three years, matriculation in UGA's M.Ed. program has averaged two students per semester. The placement rate for candidates who complete the credential is nearly 100% and well above other Georgia institutions of higher education placement rates.

2. Admission Requirements for Tier I M.Ed.

Prospective candidates must, at a minimum, hold a bachelor's degree from an accredited college or university and a Clear Renewable Georgia Professional Standards Commission

Certification at Level 4. Admission decisions for this program are made by the program faculty. Criteria and standards for evaluating applicants' suitability include:

      (a) Completion and submission of an online application, including fee;
      (b) Cumulative grade point average for all previous undergraduate and graduate courses, with a preferred standard of a minimum of 3.25 on a 4-point scale;
      (c) Two letters of recommendation (one from a current school administrator);
      (d) Preferred minimum of 3 years' experience in an educational setting, and;
      (e) A brief statement of purpose consistent with the intended focus of the program. This statement must include the following: (1) academic and/or career goals and (2) why you want a Tier 1 leadership certificate?

No GRE or MAT scores are required. Standardized test scores are typically waived for graduate programs at the masters or specialist level within the college.

Admissions decisions are made on a continuous (fall, spring, and summer term) basis. Although minimum and preferred requirements are outlined, applications are reviewed holistically. For this program, students must certify that they have access to a computer with a high-speed Internet connection.

3. Program Content

Tier I Masters of Education (M.Ed.) in Educational Administration and Policy
Program of Study
Certification: School Leadership

EDAP 7020E, Instructional Leadership for School Improvement (3 hours)
EDAP 7030E, Developing, Supporting, and Sustaining a Positive Learning Community (3 hours)
EDAP 7040E, Education Law and Ethical Leadership (3 hours)
EDAP 7050E, Talent Management for Continuous Improvement (3 hours)
EDAP 7060E, Policies, Systems, and Resources for Educational Enterprises (3 hours)
EDAP 7600E, Data Analysis for Practitioners (3 hours)
EDAP 7801E, Clinical Practices in Educational Leadership I (3 hours)
EDAP 7802E, Clinical Practices in Educational Leadership II (3 hours)
EDAP 7803E, Clinical Practices in Educational Leadership III (3 hours)
EDAP 8115E, Educational Leadership for Student Success (3 hours)
EDAP 8390E, School, Family, and Community Connections (3 hours)
EDAP 8405E, Leadership in a Diverse Society (3 hours)

The course requirements and standards for this program are the same as for the current face-to-face degree program. The modality option requires the same standards of academic excellence and rigor as the face-to-face delivery option. Expectations for the coursework include reading professional materials, composing scholarly papers, and participating in discussions and collaborative assignments. As with the current program, most students are

expected to take one or two courses per fall or spring semester and two to three courses per summer semester, resulting in a modal time-to-degree of approximately 6 semesters (2 calendar years). All of the proposed required courses are offered in e-versions that have already been fully approved through university governance.

The course requirements and Comprehensive Research Project guidelines for the online M.Ed. program are specified on the Requirements/Advising Sheet and Tier I M.Ed. in Educational Administration and Policy Handbook accompanying this document.

4. Student Support Services

Students will be advised by the Tier I M.Ed. in Educational Administration and Policy Program Coordinator. The program coordinator will teach in the online program and be available for meetings at both the Gwinnett and Athens campuses, as well as virtually, as preferred by the students. Courses in this program are already part of an approved face-to-face/on-campus M.Ed. in Educational Administration and Policy with a Tier I certification, so the existing support mechanisms for this program will continue with the online program. Matriculated students are made aware of university student support services (e.g., libraries, CAPS, career center, etc.).

5. Resident Requirements

Residence requirements are identical to those established for the authorized degree program.

6. Program Management

This program will be administered by faculty in the Department of Lifelong Education, Administration, and Policy. Day-to-day services are supported by a Faculty Program Coordinator. All courses in the program are approved courses at UGA. Courses will be taught by program faculty and/or vetted part time instructors (PTI). PTIs will be used on an as-needed basis. Once established, the hope is the program will attract and support, at minimum, 10 new students per year. The online platform will provide the capacity to admit and serve more students.

Role	Name	Email
Program Coordinator, M.Ed. in Educational Administration and Policy Program	Jamon H. Flowers, Clinical Assistant Professor	jamon.flowers@uga.edu
Educational Administration and Policy Program Coordinator	Jami Berry, Clinical Associate Professor	jamiberry@uga.edu
Department Head, Lifelong Education, Administration, and Policy	Kathryn Roulston, Professor	roulston@uga.edu

Admissions will be managed on a continuous basis. Student Learning Objectives for the online program are reported within the UGA required processes and are already

operationalized based on the current face-to-face program. All courses are offered each year. The program can be completed at the learner's pace, so there is not a time limit, except within the graduate school's timeline requirements of six years before courses begin to expire.

Timetable for the first iteration of the degree program:

Spring-Summer 2023: Assess availability of and confirm existing faculty instructional support of the program. Advertise and carry out admission procedures for Fall 2023 cohort. Compile data, complete request for substantive change by the Georgia Professional Standards Commission (GaPSC), complete applications for approval from the GaPSC and University, complete advertisement (e.g., video) for the program, and purchase software to assist with the creation of curricular resources.

Spring and Summer 2023: Upon approval, the department will conduct informational sessions and recruitment sessions (e.g., school recruitment fairs).

Fall 2023: Begin first cohort.

7. Library and Laboratory Resources
There are no laboratory requirements for the program. In terms of library access, students will have access to Galileo and GIL. Students will be required to meet the basic technology necessary to use eLC as the program is designed to be online.

8. Budget
Although this online version will mirror the existing program which is face-to-face, funds were requested for the development of, and transition to, this online version through the university's initiative to develop high-demand graduate programs. More specifically, by receiving an internal grant, funds were used to address continuous advertisement (e.g., LinkedIn), purchase of technologies (e.g., Articulate 360) to assist with creating modules, collaborative meetings and workshops among the program faculty. There are no additional courses to be developed for this proposed program offering; therefore, the courses in the current program would be subsumed in regular faculty teaching loads. When enrollment increases, separate sections of courses for students can be established and incorporated into instructional teaching loads or supported through part-time instructors. The proposed program will employ current library resources and does not anticipate additional fees in the form of library, laboratory, or other specialized facility resource requirements. The department does not anticipate any startup costs for the proposed program, special costs for the completion of the first cycle of students, or any additional costs associated with future cycles of students.

Therefore, this proposal is submitted with a $0 budget. Based on projected enrollment online and market demand, the program might consider termination of the face-to-face option for the program if enrollment counts in the face-to-face option do not continue to meet minimum enrollment requirements.

9. Program Costs Assessed to Student

Costs for students to complete the master's in education in educational administration and policy would be consistent with the established e-rate fee structure. The current cost per credit hour is $629 for e-rate programs in the UGA College of Education.

10. Accreditation

The online master's in education in educational administration and policy will be subject to approval by the Georgia Professional Standards Commission (GaPSC). Courses to be offered have already been approved and the program's request to the GaPSC will be for a change in modality.

11. Application and Matriculation

Students will apply for admission in the same way they would apply for on-campus programs. The only difference will be their intention to complete the program entirely online and indication that they have the technological capacity to participate in the program. Applications will be reviewed for initial matriculation in fall, spring, or summer.

Documentation of Approval and Notification

Proposal: Offer the M.Ed. in Educational Administration and Policy online

College: Mary Frances Early College of Education

Department: Lifelong Education, Administration, and Policy

Proposed Effective Term: Fall 2023

Approvals:
- Lifelong Education, Administration, and Policy Department Head, Dr. Kathryn Roulston, 2/14/23
- Mary Frances Early College of Education Associate Dean, Dr. Stacey Neuharth-Pritchett, 12/5/22
- Graduate School Associate Dean, Dr. Anne Shaffer, 2/9/23