LETTER OF NOTIFICATION – 13

EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY

Institutions with at least one certificate or degree program approved for distance technology by the Arkansas Higher Education Coordinating Board must submit Letter of Notification-13 to request approval to offer additional existing (on-campus) certificates or degrees via distance technology. The institution must submit to ADHE a copy of the e-mail notification to the Higher Learning Commission (HLC) about the proposed distance technology program. If HLC requires a focused visit for the proposed distance technology program, please submit the scheduled review date.

**Definitions**

Distance technology (e-learning) – When technology is the primary mode of instruction for the course (50% of the course content is delivered electronically).

Distance instruction – When a course does not have any significant site attendance, but less than 50% of the course is delivered electronically, e.g., correspondence courses.

Distance program – When at least 50% of the major courses are delivered via distance technology.

1. Institution submitting request: University of Arkansas Fayetteville
2. Contact person/title: Dr. Terry Martin, Vice Provost for Academic Affairs
3. Phone number/e-mail address: (479) 575-2151/tmartin@uark.edu
4. Name of Existing Certificate or Degree: District-Level Administration
5. Proposed Effective Date for distance technology delivery: Fall 2017
6. CIP Code: 13.0404
7. Degree Code: 5551

# PROGRAM INFORMATION

1. Program summary/justification for offering program by distance technology:

The Educational Leadership Program (EDLE) at the University of Arkansas offers a District Level Administrator Certificate which is required for licensure as a school superintendent. The EDLE program follows the Educational Leadership Standards required by CAEP, the Educational Constituent Council, the SPA group for Educational Leadership programs, and the Arkansas Department of Education. Each course syllabus utilizes Significant Activities with rubrics to match these National Standards for District Level Administrative Licensure. The justification for offering the District Level Administrator Certificate program by distance technology is that each and every course required by the certificate is already being required as part of the Education Specialist Degree in Educational Leadership Degree Program which has already been approved for delivery by use of distance technology. The vast majority of students enrolling in the Ed.S. in Educational Leadership also are interested in becoming certified as a district level administrator.

1. Provide the current certificate/degree plan. Mark\* courses that will be taught by adjunct faculty.

 EDLE 6023 School Facilities Planning & Management

 EDLE 6053 School-Community Relations

 EDLE 6093 School District Governance

 EDLE 6103 School Finance

 EDLE 6173 School Business Management

 EDLE 674V Internship

No courses are scheduled to be taught by an adjunct faculty

1. Provide the list of courses, include course number/title, for the certificate/degree program currently offered by distance technology.

 EDLE 6023 School Facilities Planning & Management

 EDLE 6053 School-Community Relations

 EDLE 6093 School District Governance

 EDLE 6103 School Finance

 EDLE 6173 School Business Management

 EDLE 674V Internship

1. If 100% of the program will not be offered by distance technology, list courses that **will not** be offered by distance technology.

None

1. For existing courses that **will** be offered by distance technology (for the first time), provide the course syllabus for each of these courses for the certificate/degree program and indicate the maximum class size for each distance course.

There are no new courses being offered online for the first time.

1. If new courses will be added, provide the list of new courses (proposed course number/title) and the new course descriptions for the certificate/degree.

No new courses will be added.

1. Provide the course syllabus for each distance technology course for the program listed above and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course.

All certificate program course syllabi can be found in the Appendix. The maximum class size is 15.

All courses in the certificate program offer the following indicated course delivery and class interaction modes:

Course delivery mode (\* indicates mode used):

 Online\*

 Compressed-video (CIV)

 Audio Conference

 Video Conference\*

 Web Conference\*

 Blended delivery (identify components)

 Class interaction mode (\* indicates mode used):

 Electronic bulletin boards\*

 E-mail\*

 Telephone\*

 Fax

 Chat\*

 Blog

 Other (specify)

1. Provide the percentage of the program that is offered via distance (50%, 75%, etc.).

100%.

1. Discuss the provisions for instructor-student and student-student interaction that are included in the program design and the course syllabus.

 The program design and course syllabi provide numerous opportunities and avenues for instructor-student and student-student interaction. Blackboard is used exclusively throughout the program with the most active provision being the use of Collaborate on at least a weekly basis to hold live virtual class sessions where students can interact with faculty and with each other. In addition to live conversations and video conferences, Collaborate also allows for live chat and use of a white board. Students have 24/7 access to Collaborate where they can convene to work on group projects and converse about class issues. Students also have access to recorded sessions that have taken place in the past for their review. In addition to the use of Collaborate, Blackboard offers a discussion forum tool that is also used for ongoing class discussions. Email is available through Blackboard allowing students to receive and send messages that are easily identified as being related to the course. Blackboard permits instructors to post video lectures that students can view prior to class or as part of their assigned activities.

 As in on-campus classes, email and phone also offer opportunities for instructor-student and student-student interaction in an online environment as well.

1. Provide a semester-by-semester degree plan/course schedule for student access to all courses necessary to complete the program.

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| --- | --- |
| Semester | Course |
| Fall (even years) | EDLE 6053 School Community Relations |
| Fall (odd years) | EDLE 6093 School Governance |
| Spring | EDLE 6103 School Finance |
| Summer (even years) | EDLE 6173 School Business Management |
| Summer (odd years) | EDLE 6023 School Facilities Planning & Management |
|  Fall or Spring | EDLE 674V Internship |

1. Provide a list of services that will be supplied by consortia partners or outsourced to another organization (faculty/instructional support, course materials, course management and delivery, library-related services, bookstore services, services providing information to students, technical services, administrative services, online payment arrangements, student privacy consideration, services related to orientation, advising, counseling or tutoring, etc.) Include the draft contract/Memorandum of Understanding (MOU) for each partner/organization offering faculty/instructional support for the program. Submit final contract/MOU signed by partner institutions or organizations upon completion of ADHE proposal review.

 n/a

1. Estimate costs for the proposed distance technology program for the first 3 years. Include faculty release time costs for course/program planning and delivery.

 No additional cost.

1. Provide institutional curriculum committee review/approval date for proposed distance technology program.

November 9, 2016.

1. Provide documentation that proposed program has been reviewed/approved for distance technology delivery by licensure/certification board/agency, if required. [HLC review must follow ADHE review and AHECB program approval.]
2. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date: November 23, 2016

Board of Trustees Notification Date: January 25, 2017

Chief Academic Officer: Dr. Ashok Saxena, Provost Date: November 16, 2016