

Glassboro State College Senate Curriculum Committee

21

Approval Form

Reduction in School Business Administration Program Credit Hours

Proposal Title: _____

Sponsor(s) Drs. E. White, M. Tomei
T. Johnson Dept.: Educational Admin. Ext. X-5228

Check one: Course Specialization Concentration Minor Achievement Certificate
 Certification Program Major Program Minor Change 32 S.H. to 25-28 S.H.
(please name deletion or credit/title/catalog change)

Undergraduate Graduate _____ Credit Hours

<p>Step 1 (Department)</p> <p><input checked="" type="checkbox"/> Approved <u>2-28-92</u> Date</p> <p><input type="checkbox"/> Not Approved</p> <p><u>[Signature]</u> Dept. CC Chairperson</p> <p><input checked="" type="checkbox"/> Reviewed <u>3-1-92</u> Date</p> <p><u>[Signature]</u> Dept. Chairperson</p>	<p>Step 2 (Receipt)</p> <p><input type="checkbox"/> SCC# <u>92-93-26</u></p> <p>Proposal Received _____ Date</p> <p>_____</p> <p>SCC Chairperson</p>	<p>Step 3 (School CC)</p> <p>Reviewed _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Comments:</p> <p>_____</p> <p>School Curr Comm Chairperson</p>
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Step 4 (Academic Dean) **Comments:**

Recommend
 Not Recommend
 Conditionally Recommend (see comments)

Reviewed _____
Date

signature appear on sheet # 92-93-26 (see explanation)

_____ Signature, Dean of School

Step 5 (SCC)

Open Hearing 12/17/92 Approved by Senate Curriculum Committee 3/2/93
Date Date

Returned to sponsor(s) for the following reasons:
response to 12/17/92 open hearing

Step 6 (Senate)

Presented to Senate 4/1/93 Approved Not Approved
Date

Notification to Executive Vice-President/Provost 4/2/93 _____
Date Signature SCC Chairperson

Step 7 (Executive V.P./Provost)

Received _____

Date

If no, reasons are as follows: _____

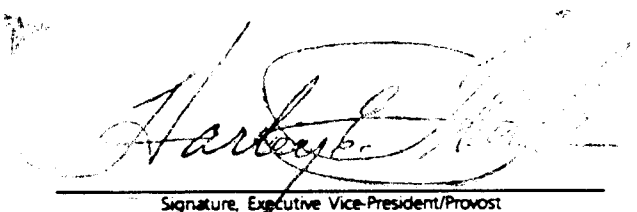
Approved Yes No

Student credit hours _____

Faculty load hours _____

Equalized credit hours _____

Official copy and approval sheet filed APR. 21 1993
Date



Signature, Executive Vice-President/Provost

Registrar

Approved course description received 3 May 93
Date

Hegis Taxonomy and Course Number assigned Program Credit Uly.
B. J. Kellogg 3 May 93
Signature, Registrar Date

Notification forwarded:

- Senate Curriculum Committee Chairperson
- Department Chairperson(s)
- Academic Dean(s)
- Registrar
- Sponsor(s)

SENATE GUIDELINES FOR CURRICULUM PROPOSAL

Section C. Minor Curricular Change (Title, Credit Hours, Catalog Descriptions, Deletions) Proposal Format

1. Details

a. Change Requested

The reduction from 32 S.H. to 25-28 S.H. in the N.J. State Certification Program for School Business Administration.

b. Sponsor(s)

Dr. Edward H. White, Jr., Dr. Mario J. Tomei and Dr. Theodore B. Johnson for the Educational Administration Department.

2. Rationale:

a. Statement of "need" for such a change.

The State Department of Education requested a limitation on the number of credits in the program or they would not approve it. Negotiations for the change took place with the Educational Administration Department, the SERPS Dean and the N.J. State Department of Education, Division of Teacher Preparation & Certification Fall-1991 and Spring-1992 (See attached correspondence).

While proposing an increase in credit hours for the course, Field Experience in Administration and Supervision, the Senate Curriculum Committee asked the Educational Administration Department to submit the change for their concurrence.

3. Statements of curricular effect. How the change will impact on program, department and/or curricular design.

The obvious impact is that fewer credit hours will need to be taught to students, but the impact is minimal due to the small number of students and credit hours.

The impact on the curricular design is as follows:

SENATE GUIDELINES FOR CURRICULUM PROPOSAL - CONTINUED

Section C. Minor Curricular Change (Title, Credit Hours, Catalog Descriptions, Deletions) Proposal Format

OLD N.J. STATE CERTIFICATION PROGRAM IN SCHOOL BUSINESS ADMINISTRATION

S.H.

Specialization Area (Required) 32

0827.534	School Plant Planning & Management	3
0827.535	School Finance and Records	3
0827.536	Financial Accounting for School Systems .	3
0827.538	School Business Management.....	3
0827.559	School Law for Admin. & Supv.	3
0827.600)	Practicum and Seminar in Administration	
0827.601)	and Supervision I & II)	8
0827.632	Computer Technology in Educational Administration	3
0828.546	Educational Organization & Leadership ...	3
0829.580	Fundamentals of Curriculum Development...	3

Total

32

NEW N.J. STATE CERTIFICATION PROGRAM IN SCHOOL BUSINESS ADMINISTRATION

Specialization Area (Required) 25-28

0827.534	School Plant Planning & Management	3
0827.535	School Finance & Records	3
0827.536	Financial Accounting for School Systems..	3
0827.538	School Business Management	3
0827.559	School Law for Admin. & Supv.....	3
0827.605	Field Experience & Seminar in Administration & Supervision	4*
0827.632	Computer Technology in Ed. Admin.	3
0828.546	Educational Organization & Leadership ...	3
0829.580	Fundamentals of Curriculum Development (Pre-requisite for candidates who do not have an educational background)	3

Total Semester Hours for the Certificate

25-28

* Note separate proposal resubmitted to the Senate Curriculum Committee for a change in credit hours from 3 to 4.

SENATE GUIDELINES FOR CURRICULUM PROPOSAL - CONTINUED

Section C. Minor Curricular Change (Title, Credit Hours, Catalog Descriptions, Deletions) Proposal Format

4. Results of Consultation:

- a. Dean of the School of Professional Studies (Dr. David Kapel) and Ms. Ellen Schechter, Acting Director, Office of Teacher Certification, State of New Jersey.

This proposal was requested by the faculty of the Educational Administration Department and approved by the faculty unanimously at a formal department meeting. Members of the Department are: Dr. Edward H. White, Jr., Chairperson, Dr. Jack Collins, Dr. Theodore B. Johnson, Dr. Christine A. Johnston, Dr. Mario J. Tomei and Dr. Richard R. Smith.

- b. Attach evidence, in writing, of consultation results.

Letters from: Dr. Kapel, Dean, to Ms. Ellen Schechter, Acting Director, N.J. Division of Teacher Preparation and Certification

Dr. White to Dr. Kapel, Dean

Dr. Klagholz, Director of Teacher Preparation and Certification to Dr. Kapel, Dean



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
CN 500
TRENTON, N.J. 08625-0500

DIVISION OF TEACHER PREPARATION AND CERTIFICATION
LEO KLAGHOLZ, DIRECTOR

March 19, 1992

JOHN ELLIS, COMMISSIONER

Dr. David E. Kapel, Dean
School of Education and Related
Professional Studies
Glassboro State College
Glassboro, NJ 08028-1760

Dear *David* Dr. Kapel:

Thank you for your letter of March 11, 1992. We appreciate your responsiveness to our letter of December 9th and believe your approach is very reasonable for the preparation of school business administrators.

Our initial concern was that Glassboro's program required too many credits beyond the minimum required for certification and might prove an obstacle to student enrollment. Your current plan to drop curriculum development except for persons with no previous exposure to the field of education, and shorten the internship requirement to four credits rather than eight, meets with our approval. We are pleased to add your program to the list of approved certification programs for school business administrators.

We look forward to working with you in this cooperative effort to prepare school business administrators. As all administrator certification programs evolve, we will continue our evaluation and discussion of the best possible academic preparation within the parameters of code.

If you need further information, please give me a call.

Sincerely,

Leo Klagholz, Director
Division of Teacher Preparation
and Certification

LK/ES/JB/slb4617F

c: Joan Brady
Ellen Schechter
Edward H. White, Jr.

TO: Dr. David Kapel, Dean
S.E.R.P.S.

FROM: Dr. Ted White, Chair
Educational Administration Department

DATE: March 10, 1992

The Educational Administration Department in its meeting on February 28 reviewed the response by Dr. Klagholz to the Department program requirements for the certification program in School Business Administration and we have agreed to make the following changes as a result of his concerns. We have agreed to drop the required course in Fundamentals of Curriculum Development as part of the coursework requirements. We will, however, include the course as a prerequisite to admission to the approved certification program for only those persons who have no previous experience or academic preparation in the field of education. This will only affect those persons wishing to matriculate in the approved certification program but will not affect those students wishing to pursue the certification requirement on a non-matriculated basis.

Additionally, we have agreed to reduce the two-semester internship requirement to a one-semester clinical field experience course. We will, however, counsel students to make personal arrangements with a practicing school business administrator to continue working throughout the year on a voluntary basis since a single-semester experience will not allow exposure to the full budget cycle and attendant matters of planning, election scheduling, and personnel decisions that occur in the spring of the year.

We anticipate that these changes are consistent with the spirit of the concerns raised by Dr. Klagholz and we will, therefore, begin immediately to implement the changes. I will notify you once the changes are complete since the change to a one-semester clinical course will require a minor curriculum change through the College Curriculum Committee.

Please advise me should you prefer a different process.

EHW:mrc

c: Dr. Gallia
Dr. Monahan
Department Faculty

October 2, 1991

Ms. Ellen M. Schechter, Acting Director
Division of Teacher Preparation & Certification
State of New Jersey
Department of Education
CN 500
Trenton, New Jersey 08625-0500

Dear Ms. Schechter:

I would like to respond to your request for clarification of the features of the M.A. and Certificate Programs in School Business Administration as found in your letter of August 12, 1991.

I will address each request in the order in which they appeared in your letter.

1. The course "Fundamentals of Curriculum Development" is required in our program in order to respond to a troublesome reality that we find exists in many school organizations. School business officials don't make financial decisions or recommendations in a vacuum. They always impact on matters related to curriculum and program. As such, the Department of Educational Administration has always insisted that graduates in the School Business Program develop sensitivity to the educational program end of school management so as to minimize the negative impact produced by ignorance. We agree that the fundamental responsibilities of the School Business Administrator are in the area of finance and not in instructional program development. However, it is naive to suggest that the decision and recommendations made by business administrators are unrelated to matters of program (curriculum) and instruction.

Additionally, the standards currently under review for possible NCATE adoption include the requirement that programs for school business administrators include experiences that would permit school business officials to demonstrate "knowledge, understanding, and an ability to analyze, evaluate, and apply concepts and principles related to the improvement of instruction based on current research."

October 2, 1991

Also the proposed standards call for school business administrators to be able "to develop a procedure for the systematic evaluation of both instructional and non-instructional programs.

School business administrators are required to develop programs for staff development; school bus drivers, custodians, etc. The course in Fundamentals of Curriculum (Program) Development provides candidates with competencies that enable them to effectively develop staff development programs.

2. Admittedly, an eight (8) credit internship is an extensive field experience. We believe that for this College to certify that its graduates are ready to assume a highly responsible position such as school business administrator, the College needs to have the assurance that students can effectively apply concepts and practices learned in academic coursework.

The Department of Educational Administration's policy is consistently applied to all Department M.A. Programs and, due to the extensive nature of the School Business Certificate Program, we have determined to require the internship there as well.

The eight-credit Practicum and Seminar in Administration and Supervision I & II is an extensive 300-hour minimum field experience (Internship). It also includes fourteen on-campus seminar sessions. In addition to analyzing problems and case studies of each intern during the sessions, content taught includes time management, communication, crises management and conflict resolution. Also, a review segment integrating the following areas taught in the program courses and applied during the internship is included:

1. Leadership
2. Change-Agent Processes
3. Formal and Informal Organizational Concepts
4. Policy Development and Implementation
5. Decision-Making
6. Teacher Satisfaction and Motivation
7. Staff Selection
8. Planning
9. Educational Program Development
10. Supervision and Evaluation of Staff
11. Program Budgeting
12. Management and Technology
13. School Law
14. Testing Programs and Monitoring Processes
15. Communications and Public Relations

October 2, 1991

16. Philosophy of Public School Administration
17. Relationship of Administration to Curriculum Development

Once again, the proposed standards for NCATE indicate that sufficient field experience needs to be provided to allow the individual to apply basic leadership theories, and interpersonal relationships; effective problem-solving and decision-making skills. Also, sufficient field experience and/or seminars to allow the individual to demonstrate techniques to delegate and assign responsibilities to subordinates; collect, analyze, and evaluate various types of information to generate alternative solutions, proper decisions, possible consequences and contingency plans; and apply basic concepts of organizational development.

We believe that the Department's programs are consistent with best prevailing practice and reflect the real needs of school business administrators within the context of schools as centers of teaching and learning.

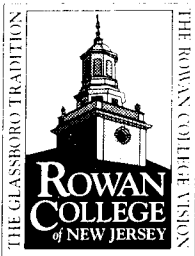
If you need further clarification, please do not hesitate to call on me.

Sincerely,

David E. Kapel, Dean
School of Education &
Related Professional Studies
GLASSBORO STATE COLLEGE

dek/dm

c: Dr. Edward H. White, Jr.
Dr. Tom Gallia



Rowan College of New Jersey

Glassboro, New Jersey 08028-1701

TO: Mary Putman
Senate Curriculum Committee

FROM: Mario Tomei *Mario*
Educational Administration Dept.

RE: Minor Change: Field Experience and Seminar in
Administration and Supervision SCC#92-
93-26

DATE: February 16, 1993

As per your instructions dated December 22, 1992, the Educational Administration Department separated the information into two proposals: (1) credit-hour changes and (2) School Business Administration Certification Specialization with a separate cover sheet.

We ask that our proposals be acted upon during the Spring-1993 Semester.

Thank you for your assistance and direction.

MJT:mrc