

Glassboro State College Senate Curriculum Committee

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# Approval Form

Proposal Title: 0828.605 FIELD EXPERIENCE AND SEMINAR IN ADMINISTRATION & SUPERVISION

Sponsor(s) Dr. E. White Dept.: Educational Admin. Ext. 5229  
Dr. M. Tomei

Check one:  Course  Specialization  Concentration  Minor  Achievement Certificate  
 Certification Program  Major Program  Minor Change 3 S.H. to 4 S.H.  
(please name deletion or credit/catalog change)

Undergraduate  Graduate 4 Credit Hours

<p><b>Step 1 (Department)</b></p> <p><input checked="" type="checkbox"/> Approved <u>9/3/92</u> Date</p> <p><del><input checked="" type="checkbox"/> Approved</del></p> <p><u><i>Man Tomei</i></u> Dept. CC Chairperson</p> <p><input checked="" type="checkbox"/> Reviewed <u>9/6/92</u> Date</p> <p><u><i>[Signature]</i></u> Dept. Chairperson</p>	<p><b>Step 2 (Receipt)</b></p> <p><input checked="" type="checkbox"/> SCC# <u>4.8-93-26</u></p> <p>Proposal Received _____ Date</p> <p><u><i>[Signature]</i></u> SCC Chairperson</p>	<p><b>Step 3 (School CC)</b></p> <p>Reviewed <u>11-2-92</u></p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Comments:</p> <p><u><i>[Signature]</i></u> School Curr Comm Chairperson</p>
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**Step 4 (Academic Dean)** **Comments:**

Recommend  
 Not Recommend  
 Conditionally Recommend (see comments)

Reviewed 11/13/92 Date

*[Signature]*  
Signature Dean of School

**Step 5 (SCC)**

Open Hearing 12/17/92 Date  Approved by Senate Curriculum Committee \_\_\_\_\_ Date

Returned to sponsor(s) for the following reasons:

*TAMCO - needed to divide proposal into two items*

*(1) Change in credit hours in Field Experience course*

*(2) Change in credit hours in Business Admin Specialization*

**Step 6 (Senate)**

Presented to Senate 4/2/93 Date  Approved  Not Approved

Notification to Executive Vice-President/Provost 4/2/93 Date

*[Signature]*  
Signature SCC Chairperson

**Step 7 (Executive V.P./Provost)**

Received \_\_\_\_\_

Approved  Yes  No

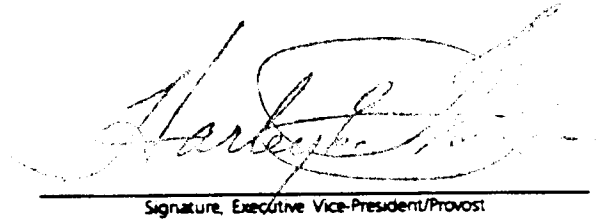
If no, reasons are as follows: \_\_\_\_\_

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 credit chg. 3 → 4

B F Kebeley  
Signature, Registrar

3 May 93  
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

0828.605 Field Experience and Seminar in Administration and Supervision from three (3) semester hours to four (4) semester hours.

b. Sponsor(s)

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

2. Rationale:

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

This course is an elective for students enrolled in the certification program in supervision and a required course in the School Business Administration Certification Program. The course involves a one semester internship that is based on the development of "generic" supervisory and administrative competencies. Research and field-based reports reflecting the achievement of the administrative and supervisory competencies are required. In addition, seminars and individual conferences are held for students on campus during the semester. Typically, the internships start before the semester begins so that students may learn school-based competencies while they are occurring.

This credit change will align the certification program internships with the M.A. program internships which are already four (4) semester hours.

- b. There is no impact on curricular design. However, the total number of credits in the state certification program in supervision is increased from 12 S.H. to 13 S.H. for students electing the Field Experience course. There is no effect on the state certification program in school business administration because the internship requirement has been reduced from 8 S.H. to 4 S.H. (Please see separate Proposal #2).

SENATE GUIDELINES FOR CURRICULUM PROPOSAL - CON'T.

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

3. 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

(Also, see companion Proposal #2, School Business Administration Certification Specialization.)

**ILLUSTRATION OF EFFECTS OF REQUESTED CHANGE IN CREDIT HOURS**

**N.J. State Certification Program in Supervision S.H.**

**A. REQUIRED CORE 6**

- 0829.580 Fundamentals of Curriculum Development ..... 3
- 0828.546 Educational Organization and Leadership..... 3

**B. RESTRICTED ELECTIVES 6-(7)\***

- 0828.598 Observational Skills for Supervisors ..... 3
- 0828.602 Field Service in Supervision: Clinical Supv. 3
- 0828.522 Educational Supervision ..... 3
- 0802.536 The Elementary School Curriculum ..... 3
- 0829.524 Emerging Concepts of Sec. School Curriculum . 3
- 0829.547 Modern Curriculum Theory ..... 3
- 0829.590 Curriculum Evaluation ..... 3
- 0829.540 Strategies of Planned Curriculum Change ..... 3
- 0828.605 Field Experience in Admin. & Supv..... 3 (4)\*

Other coursework oriented directly toward supervision and curriculum development in particular grade levels, or in specific subject fields.

Total S. H. Required for the Certificate .....12-(13)\*

\*Increase of 1 S.H. with proposed change for those who elect the Field Experience course.

**N.J. State Certification Program in School Business Administration S.H.**

**Specialization Areas Required ..... 24-27  
(25-28)\***

- 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
- 0827.605 Field Experience and Seminar in Administration and Supervision... 3 (4)\*
- 0827.632 Computer Technology in Educational Administration..... 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 24-27  
(25-28)\*

\*Increase of 1 S.H. with the proposed change. However, see Curriculum Proposal #2 indicating reduction of total hours required for the program from 32 to (25-28).



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 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