

CURRICULUM PROPOSAL FORM

DEADLINES:

REGULAR COURSE PROPOSALS: OCTOBER 23, 1998 FOR FALL, 1999 AND FEBRUARY 19, 1999 FOR SPRING, 2000
SHORT-TERM COURSE PROPOSALS: DECEMBER 11, 1998 FOR FALL, 1999 AND MARCH 26, 1998 FOR SPRING 2000

PROPOSAL TITLE: Changes in major program requirements for M.A, School Administr.,
M.A., Supervision & Curr.
MA Higher Ed. Admin. Prog.

SPONSOR/S: Educational Leadership Department

DEPARTMENT: Educational Leadership

CHECK ALL THAT APPLY:
 UNDERGRADUATE GRADUATE

COLLEGE: _____
If LAS: History/Humanities
 Math/Sciences
 Social/Behavioral Sciences

* * * * *

TYPE OF PROPOSAL (Check ALL that Apply)

<input type="checkbox"/> General Education	<input type="checkbox"/> New Course (NOT Gen. Ed.)
<input type="checkbox"/> New Course in _____ Bank	<input type="checkbox"/> Name Change (Dept., School, Major)
<input type="checkbox"/> Existing course, Add To _____ Bank	<input checked="" type="checkbox"/> Changes in Degree Requirements
<input type="checkbox"/> Multicultural/Global Designation	<input type="checkbox"/> Changes Involve Gen. Ed. requirements
<input type="checkbox"/> Writing Intensive Designation	<input type="checkbox"/> Minor Changes to Existing Courses
<input type="checkbox"/> New Minor/Concentration/Specialization	<input type="checkbox"/> Course is NOT General Education
<input type="checkbox"/> New Major/Degree Program	<input type="checkbox"/> Course IS General Education
<input type="checkbox"/> Short Term Course Proposal	

DEPARTMENT
(SIGNATURE INDICATES APPROVAL)

L. Marcus 2/19 Edmond White Jr 2/19/99
DEPT. CURRICULUM CHAIR / DATE DEPT. CHAIRPERSON / DATE

COLLEGE CURRICULUM COMMITTEE
DATE OF OPEN HEARING (if necessary) 4/27

APPROVED *with changes*
 NOT APPROVED

COMMENTS:

L. Marcus 4/28
SIGNATURE DATE

ACADEMIC DEAN (& GRADUATE DEAN, for New Graduate Programs Only)

APPROVED
 NOT APPROVED

COMMENTS:

[Signature] 3/2/99
SIGNATURE (Academic Dean) DATE

[Signature] _____
SIGNATURE (Graduate Dean) DATE

UNIVERSITY CURRICULUM COMMITTEE

DATE OF OPEN HEARING (if necessary) 4/27/99 (College Homecoming)

APPROVED

NOT APPROVED

COMMENTS:

Thomas W. Reeves 5/15/99
SIGNATURE DATE

SENATE

Date announced at Senate 4/30/99

Voted upon at Senate: Approved Not Approved Date:

EXECUTIVE VICE PRESIDENT/PROVOST

APPROVED

MAY 2 1999

NOT APPROVED If no, reasons are as follows:

STUDENT CREDIT HOURS _____ FACULTY LOAD HOURS _____ EQUALIZED CREDIT HOURS _____

OFFICIAL COPY & APPROVAL SHEET FILED (DATE): _____

DATE/SIGNATURE EXECUTIVE VICE PRESIDENT/PROVOST CMJ 5/26/99

REGISTRAR

DATE APPROVED COURSE DESCRIPTION RECEIVED _____

HEGIS TAXONOMY & COURSE NUMBER ASSIGNED _____

DATE/SIGNATURE OF REGISTRAR Robert A. Kulbat 6/16/99

NOTIFICATION FORWARD:

SENATE CURRICULUM COMMITTEE CHAIRPERSON

DEPARTMENT CHAIRPERSONS

ACADEMIC DEAN(S)

REGISTRAR

SPONSOR(S)

1/20 5/19/99

Minor Curriculum Change

1. Details

a. Change requested

(1) For the following programs offered by the Educational Leadership Department:

MA in School Administration: Elementary/Secondary Administration ✓✓

MA in School Administration: School Business Administration ✓✓

MA in Supervision and Curriculum Development ✓✓

✓Delete from the program requirements that students must select from among the following courses as applicable:

Educational Psychology (3 credits) •

Theories of Learning (3 credits)

Psychology of Motivation and Learning (3 credits)

(2) For the following program offered by the Educational Leadership Department:

MA in Higher Education: Administration Track ✓✓

✓Delete from the program requirements that students must select from among the following courses:

Educational Psychology (3 credits)

Theories of Learning (3 credits)

The Non-traditional Student (3 credits; course not yet established)

Add the following requirement for the MA in Higher Education:

Administration Track

Selected Topics in Higher Education (3 credits)

b. **Sponsors.** Educational Leadership Department

2. Rationale and statement of curricular effect

Many students enrolled in these programs have taken Educational Psychology as undergraduates. Additional course work in the psychological foundations area has only marginal effect in preparing students for the work of administrators in K-12 and higher education settings. Thus, we propose to replace that requirement with a new requirement that will permit students to explore some of the most pressing issues pertinent to their sector of education.

3. Results of consultation

This change has been discussed with John Frisone, Chair of the Psychology Department. He has no objection to the change.

ROWAN UNIVERSITY
Glassboro, NJ 08028

**EDUCATIONAL LEADERSHIP
DEPARTMENT**

**THE MASTER OF ARTS (MA) IN SCHOOL ADMINISTRATION
ELEMENTARY/SECONDARY PRINCIPAL**

Name of Candidate _____ *Date* _____

Jack Collins, Esq., Advisor
(609)256-4703
Collins@rowan.edu

Secondary Leadership

Dr. Christine A. Johnston, Advisor
(609)256-4500, x3818
Johnston@rowan.edu

Elementary Leadership

Graduate study in school administration is designed to serve the individual who aspires to become a leader in the public schools. The aim of the program is to provide the student with skills in human relations and knowledge of the areas of leadership, administration, supervision, and business, and the development of critical, analytical research skills. The program is available for practicing educators who meet all admission requirements.

The principal program meets the course requirements established by the New Jersey Department of Education for State certification as a public school administrator in positions such as Principal, Vice Principal, Assistant Superintendent of Schools, Department Chairman, Director and Coordinator.

In order for students to receive a Statement of Eligibility for the principal certificate, they must successfully complete the PRAXIS Test in Educational Leadership. Certification is awarded by the State Department of Education. Matriculated students apply for the letter of eligibility through the Registrar's Office at Rowan, upon completion of program requirements including the required action research thesis.

REQUIREMENTS FOR ADMISSION:

[See Special Note]

An applicant must possess:

1. a bachelor's degree from an accredited college or university.
2. a minimum undergraduate grade-point average of at least 2.80.
3. a New Jersey teacher's certificate or its equivalent, other than an emergency or provisional certificate.

An applicant must submit to The Graduate School office:

1. an official undergraduate transcript.
2. a copy of his/her New Jersey teacher's certificate's or its equivalent.
3. two letters of recommendation from his/her superintendent of schools, supervisor or professional colleague attesting to his/her potential as a Principal. **(Use Part C from the Application for Graduate Admission package.)**
4. a written statement outlining his/her professional objectives and what he/she expects to achieve through enrollment in this particular graduate program. **(Use Part B from the Application for Graduate Admission package.)**
5. copies of his/her Graduate Record Examination (GRE) general test scores for both the verbal and quantitative sections (The Miller Analogies Test [MAT] can be substituted for the GRE).
6. a copy of his/her resume.

An applicant must complete:

1. an interview with the appropriate Program Advisor (as named above).
2. an expository writing sample administered by the Department of Educational Leadership.
3. two years of successful teaching experience.

An applicant must receive:

1. a positive recommendation for admission from the interviewing Program Advisor based upon University and Department standards.
2. the approval of the Department of Educational Leadership Chairperson.
3. the approval of the Dean of the College of Education.
4. the approval of the Dean of The Graduate School.

PROGRAM REQUIREMENTS

S.H.

BASIC PROFESSIONAL AREA (Required).....

9

0824.501	Procedures and Evaluation in Research (B)	3
0821.502	Foundations of Educational Policy (A)	3
0829.580	Fundamentals of Curriculum Development (A,E)	3

SPECIALIZATION

26

0828.546	Educational Organization and Leadership (C)	3
0827.521	The Principalship	3
0827.535	School Finance and Records	3
0827.559	School Law for Administration & Supervision (E)	3
0827.632	Computer Technology in Educational Leadership ~	3
OR		
0701.560	Computing Environments in Education	3
	Selected Topics in Educational Leadership	3
*0827.599	Research Proposal Development	
*0827.600)	Practicum & Seminar in Administration and	
*0827.601)	Supervision I & II (D)	6

Restricted elective.....
(Choose 1 from the following list of courses, with the advisor's approval)

3

SPECIAL NOTE:

Students pursuing the MA Degree in School Administration are permitted to take 1 elective related to the study of Administration, including courses in School Business Administration and School Public Relations. Those students intending to concurrently matriculate for the Supervisor Certification Program must use their restricted elective for a course in either curriculum or supervision in order to be eligible to earn the Supervisor/Certificate in conjunction with their degree program in School Administration.

0802.536	Elementary School Curriculum (F)	3
0828.522	Educational Supervision	3
0828.598	Observational Skills for Supervisors	3
0828.602	Field Service in Supervision: Clinical Supervision	3
0829.540	Strategies of Planned Curriculum Change (A)	3
0829.547	Modern Curriculum Theory (A)	3
0829.550	Public School Curriculum (A)	3
0829.524	Emerging Concepts of Secondary School Curriculum (A)	3
0833.510	Computers and the Curriculum (F)	3

TOTAL SEMESTER HOURS REQUIRED FOR THE MA DEGREE

38

* Prior to enrolling in the sequence of clinical capstone courses, all students must complete the PRAXIS Test in Educational Leadership and submit scores and item analysis reports to the Educational Leadership Department, Rowan University. There is a minimum score required by the State of New Jersey in order to be eligible for the Provisional Principal Certificate. Students should consult state requirements for the current score required at the time of their application for certification in order to determine their eligibility.

Notes Applicable to the Programs

- (A) This course is offered by the Secondary Education/Foundations of Education Department.
- (B) This course is to be taken during the first 9 s.h. of coursework.
- (C) This course is a prerequisite for all courses in Educational Leadership and must be taken during the first 12 semester hours of coursework.
- (D) To be scheduled during the last academic year preceding graduation. Approval of the program advisor is required. All other coursework requirements must be completed prior to beginning the Practicum/Seminar.
- (E) This course is required as a prerequisite for 0827.521, The Principalship.
- (F) This course is offered by the Elementary/Early Childhood Education Department.

SPECIAL NOTE:

Students are permitted to accumulate up to 9 s.h. as a non-matriculated student. Of that 9 s.h., 3 must be taken in 0824.501 with the remaining 6 s.h. selected from the 9 s.h. remaining to be completed in the basic professional area of the program.

Graduation Requirements for the M.A. Degree

1. A student must successfully complete a minimum of thirty-eight semester hours in this program with a grade-point average of 3.0 or above.
2. Candidates must pass a written comprehensive examination given by the Department of Educational Leadership.
3. A student must complete a two-semester, 300 clock hour clinical experience included within the Practicum/Seminar courses and write an action research thesis related to that clinical experience under the guidance and approval of the clinical professor.
4. Consistent with University policy, the program must be completed within a period of six years from the official matriculation date.

ROWAN UNIVERSITY GLASSBORO, NJ 08028

EDUCATIONAL LEADERSHIP DEPARTMENT

THE MASTER OF ARTS (MA) IN SUPERVISION AND CURRICULUM DEVELOPMENT

Name of Candidate _____ *Date* _____

Dr. Edward H. White, Jr., Advisor
(609)256-4702
White@rowan.edu

This program serves the educator wishing to qualify as a supervisor of instruction in the public schools; one who is charged with authority and responsibility for the continuing direction and guidance of the work of instructional personnel. The program meets requirements established by the New Jersey Department of Education for certification as a public school supervisor. The program provides opportunity for students to develop an emphasis in curriculum and curriculum development, supervision, or administration and supervision of health, physical education and athletics.

REQUIREMENTS FOR ADMISSION

[See Special Note]

An Applicant must possess:

1. a bachelor's degree from an accredited college or university.
2. a minimum undergraduate grade-point average of at least 2.80.
3. a New Jersey teacher's certificate or its equivalent, other than an emergency or provisional certificate.

An applicant must submit to The Graduate School office:

1. an official undergraduate transcript.
2. a copy of his/her New Jersey teacher's certificate's or its equivalent.
3. two letters of recommendation from his/her superintendent of schools, supervisor or professional colleague attesting to his/her potential as a supervisor. **(Use Part C from the Application for Graduate Admission package.)**
4. a written statement outlining his/her professional objectives and what he/she expects to achieve through enrollment in this particular graduate program. **(Use Part B from the Application for Graduate Admission package.)**
5. copies of his/her Graduate Record Examination (GRE) general test scores for both the verbal and quantitative sections (The Miller Analogies Test [MAT] can be substituted for the GRE).
6. a copy of his/her resume.

An applicant must complete:

1. an interview with the Program Advisor as named above.
2. an expository writing sample administered by the Department of Educational Leadership.
3. one year of successful teaching experience **(Please note: one year of teaching is required for admission, however three years of successful teaching is required for state certification as a supervisor.)**

An applicant must receive:

1. a positive recommendation for admission from the interviewing Program Advisor based upon University and Department standards.
2. the approval of the Department of Educational Leadership Chairperson.
3. the approval of the Dean of the College of Education.
4. the approval of the Dean of the Graduate School.

PROGRAM REQUIREMENTS

S.H.

BASIC PROFESSIONAL AREA.....

9

0821.502	Foundations of Educational Policy	3
0824.501	Procedures and Evaluation in Research (A)	3
0829.580	Fundamentals of Curriculum Development (D)	3

SPECIALIZATION AREA.....

29

Required Academic/Professional Core.....

11-14

0828.546	Educational Organization and Leadership (A,B)	3
0835.591	Foundations and Interpretations of Health & Physical Education (C)	3
	Selected Topics in Educational Leadership	3
0827.599	Research Proposal Development	2
0827.600)	Practicum and Seminar in Administration	
0827.601)	& Supervision, I & II (E)	6

Restricted Electives.....

12-15

Supervision

0827.559	School Law for Administration and Supervision (C)	3
0828.598	Observational Skills for Supervisors	3
0828.602	Field Service in Supervision: Clinical Supervision	3
0828.522	Educational Supervision	3

Curriculum and Curriculum Development

0829.547	Modern Curriculum Theory (D)	3
0829.590	Curriculum Evaluation (D)	3
0829.550	The Public School Curriculum (D)	3
0802.536	The Elementary School Curriculum (F)	3
0829.524	Emerging Concepts of Secondary School Curriculum (D)	3
0829.540	Strategies of Planned Curriculum Change (D)	3
0833.510	Computers and the Curriculum (F)	3
0833.530	Computer-Assisted Instruction (F)	3

***Administration and Supervision in Health, Physical Education and Athletic Administration (Select 2)**

0835.570	Planning, Construction and Maintenance of Facilities in Health and Physical Education	3
0835.590	Critical Readings, Issues and Trends in Health and Physical Education	3
0835.592	Curriculum Construction in Health and Physical Education	3
0835.560	Administration of School Athletics	3

GRADUATE GENERAL EDUCATION ELECTIVE.....

3

(No elective for H.&P.E. Specialization)

* Students pursuing H. & P.E. Specialization must take 2 courses from among the courses in this bank .

TOTAL SEMESTER HOURS REQUIRED FOR M.A. DEGREE.....

38

Notes Applicable to the Program

- (A) **MUST** be scheduled during the first 9 S.H. of coursework for the M.A. Degree.
- (B) This course is the prerequisite for all courses in Educational Leadership.
- (C) This course is required for all students pursuing the Specialization in Administration & Supervision in Health, Physical Education and Athletic Administration.
- (D) This course is offered by the Secondary Education/Foundations of Education Department.
- (E) This course is to be scheduled during the last academic year preceding graduation. Approval of the Program Advisor is required. **All other coursework requirements must be completed prior to beginning the Practicum/Seminar.**
- (F) This course is offered by the Elementary/Early Childhood Education Department.

SPECIAL NOTE:

Students are permitted to accumulate up to 9 s.h. as a non-matriculated student. Of that 9 s.h., 3 must be taken in 0824.501 with the remaining 6 s.h. selected from the 9 s.h. remaining to be completed in the basic professional area of the program.

Graduation Requirements for M.A. Degrees

1. A student must take a minimum of thirty-eight semester hours in this program with a grade-point average of 3.0 or above.
2. Candidates pass a written Comprehensive Examination given by the Department of Educational Leadership.
3. A student must complete a two-semester, 300 clock hour clinical experience included within the Practicum/Seminar courses and write an action research thesis related to that clinical experience under the guidance and approval of the Practicum/Seminar Faculty.
4. Consistent with University policy, the program must be completed within a period of six years from the official matriculation date.

**ROWAN UNIVERSITY
GLASSBORO, NJ 08028**

**Educational Leadership
Department**

**THE MASTER OF ARTS (MA) IN
HIGHER EDUCATION
General Description**

Name of Candidate _____ Name _____

Program Advisor: Dr. Richard R. Smith
(609) 256-4748
Smith@rowan.edu

This program is designed to serve the individual who aspires to enter the higher education sector as an administrator or instructor. Full-time students in the administrative track may complete the program in two years since that track is highly sequenced and cohort based. Part-time students may also enter the administrative track and will be advised regarding the sequencing of courses so they can complete program requirements in four years or less. A minimum of thirty-six semester hours is required for completion of the administration track.

The instructional track is not as highly structured as the administrative option since the program is offered through coordination with departments throughout the university. Full-time students may expect to complete the program within their instructional specialization within two years. Part-time students may proceed at their own rate; however, they must complete all program requirements within six years. Six (6) academic teaching specializations are offered within the instructional track. Those specializations currently offered are Computer Science, Biological Sciences, Mathematics, Physical Science, Psychology and Reading. Applicants for admission within a specialization (other than Reading) should have completed an undergraduate major in the specialization desired. A minimum of thirty-two to thirty-eight semester hours is required within the instructional track since the requirements vary among academic

programs. (It should be noted that a specialization in English as a second language is presently being developed).

Advising

The advisers available for the administration and teaching specializations are:

Administration..... Dr. Richard R. Smith
Computer Science..... Dr. Don Stone
Biological Sciences.....Dr. Richard Meagher
Mathematics.....Dr. Marcus Wright
Physics/Chemistry.....Dr. Robert Newland
Psychology.....Dr. Roberta Dihoff
Reading.....Dr. Bruce Foster

Matriculated students are advised to consult with their appropriate academic advisers before selecting courses within their areas of specialization. A listing of those courses prescribed by the academic adviser should be presented to the program advisor for placement in the student's program folder.

REQUIREMENTS FOR ADMISSION

1. A bachelor's degree from an accredited college or university.
2. Two letters of recommendation from the candidate's supervisor or professional colleague.
3. Submission of Graduate Record Examination Aptitude Test (verbal and mathematics scores).
4. A written statement outlining your professional objective(s) and what you expect to achieve through enrollment in this graduate program (Submit Part B from the Application for Graduate Admission Package to the Graduate School).
5. A positive recommendation of the Program Advisor after a personal interview.
6. Approval of the Department Chairperson.
7. Approval of the Dean of Education.
8. Approval of the Dean of Graduate Studies.

ADMISSION PROCEDURE

1. A student requesting information and/or admission to a graduate program should contact the Graduate Office.
2. A completed application must be filed before the student completes six semester hours of graduate work.
3. A student who is not a graduate of Glassboro must arrange for official transcripts of all previous work to be sent directly from his undergraduate or graduate college to the Graduate Office.
4. After the application form and other necessary documents have been received, the applicant should arrange to appear for an interview with the program advisor.
5. When the applicant's papers have been processed, the Graduate Office will notify the candidate of the Committee's decision.

(ADMINISTRATIVE TRACK) COURSE REQUIREMENTS

Course Titles and Sequence

Fall 1

- Higher Education Administration 3 credits
- Educational Organizations and Leadership 3 credits
- Higher Education in America 3 credits

Spring 1

- Procedures and Evaluation in Research 3 credits
- Student Services in Higher Education 3 credits
- Planning and Resource Allocation in Higher Education 3 credits

Fall 2

- Legal Issues in Higher Education 3 credits
- Selected Topics in Higher Education 3 credits
- Change in Higher Education ¹ 3 credits

Spring 2

- Elective 3 credits
- Practicum in Higher Education Administration ¹ 3 credits
- Higher Education Administration Capstone Seminar ¹ 3 credits

Total 36 credits

¹ Includes the master's thesis.

(INSTRUCTIONAL TRACK) COURSE REQUIREMENTS

Basic Professional Component

Required.....6 S.H.

0806.605 Higher Education in America

0824.501 Procedures and Evaluation in Research

Specialized Professional

(Required).....7 S.H.

0806.603* Seminar/Internship in Community
College Instruction

Choice of one course from the following:

0806.606 Selected Topics in Higher Education

0827.620 Legal Issues in Higher Education

0827.621 Student Services in Higher Education

* Written permission must be obtained from the program advisor before enrolling in the internship. An additional \$60 fee must be paid.

Professional and Academic

Specialization (Required).....18-24 S.H.

Depth in an academic field to the extent commonly found in a person who has at least 50 S.H. of undergraduate and graduate study is recommended for students enrolled in selected specializations. Knowledge of research and findings relative to the community college is desirable. A project relating to the community college should be undertaken.

Total.....31-37 S.H.

** Please request specific program descriptions for each instructional specialization.