

**GRADUATE**  
**NEW/REVISED/DELETED GRADUATE PROGRAMS COVERSHEET**  
 (Degree Programs, Sequences, Graduate-Level Certificates)  
 Graduate Curriculum Committee  
 2002-03

Deadlines for receipt by Graduate Curriculum Committee:

- Revised Degree Program, Sequence, Graduate Certificates: November 15, 2002, for inclusion in 2003-04 catalog.  
 New Sequence, New Graduate Certificate: October 18, 2002, for inclusion in 2003-04 catalog.  
 New Degree Program: February 14, 2003, for inclusion in 2004-05 catalog.

DEPARTMENT/SCHOOL: Educational Administration and Foundations DATE 8/15/02

TITLE OF DEGREE, SEQUENCE, OR CERTIFICATE Post Master's Graduate Certificate for General Administrative Certifica

**Proposed Action:** (Refer to Part I, Section C of *GCC Proposal Guidelines and Procedures*.)

\_\_\_\_\_ New: (Check one)

- \_\_\_\_\_ Degree Program\* (goes beyond Graduate Curriculum Committee)  
 \_\_\_\_\_ Sequence (goes beyond Graduate Curriculum Committee)  
 \_\_\_\_\_ Graduate Certificate  
 \_\_\_\_\_ Post-Baccalaureate Graduate Certificate (goes beyond Graduate Curriculum Committee)  
 \_\_\_\_\_  Post-Master's Graduate Certificate (goes beyond Graduate Curriculum Committee)

\_\_\_\_\_ Change in requirements for: (Check one)

- \_\_\_\_\_ Degree Program                      \_\_\_\_\_ Sequence                      \_\_\_\_\_ Certificate

\_\_\_\_\_ Other program revisions

\_\_\_\_\_ Deletion of: (Check one)

- \_\_\_\_\_ Degree Program                      (goes beyond Graduate Curriculum Committee)  
 \_\_\_\_\_ Sequence (goes beyond Graduate Curriculum Committee)  
 \_\_\_\_\_ Graduate Certificate  
 \_\_\_\_\_ Post-Baccalaureate Graduate Certificate (goes beyond Graduate Curriculum Committee)  
 \_\_\_\_\_ Post-Master's Graduate Certificate (goes beyond Graduate Curriculum Committee)

\*Obtain the New Program Request (NEPR) format from the Office of the Provost.

**Summary of proposed action.** For all proposals, provide current title and current catalog copy. Provide new title and new catalog copy for new programs, and for revised programs if catalog copy/title is altered. For revised programs, provide a summary of the changes. (Refer to New/Revised/Deleted Programs checklist in *GCC Guidelines and Procedures*.)

Post-Masters Graduate Certificate for General Administrative Certification (see attached for new catalog copy)

**Routing and action summary:**

1. \_\_\_\_\_ 4. \_\_\_\_\_  
 Dept./School Curriculum Committee Chair      Date Approved                      College Dean                      Date Approved
2. \_\_\_\_\_ 5. \_\_\_\_\_  
 Department Chair/School Director                      Date Approved                      Teacher Education Council Chair                      Date Approved

(28 copies to Dean of College of Education)

3. \_\_\_\_\_ 6. \_\_\_\_\_  
 College Curriculum Committee Chair Date Approved Graduate School Date Approved

Submit 10 copies of proposal to Graduate Curriculum Committee.

#### EXACT CATALOG COPY FOR NEW CERTIFICATE

##### Post-Master's Graduate Certificate for General Administrative Certification

The course of study for this Post Master's Graduate Certificate meets the administrative endorsement requirements for the General Administrative (Type 75/Principalship) Endorsement. Required for admission is documentation for full-time teaching and/or administrative experience and possession of a master's degree from a regionally accredited institution. The Graduate Admission-Readmission Application is used and forwarded to the Admissions Office along with two transcripts of the posted master's degree from a regionally accredited institution of higher education. All individuals seeking administrative endorsements must also apply with the Director of the University Teach Center. Students must meet with an advisor to develop an appropriate plan of study and should not assume that course work taken as a Student-at-Large or at other universities will be applied toward recommendation for certification.

#### REQUEST FOR PREVIOUSLY APPROVED PROGRAM TO BE CLASSIFIED AS A POST-MASTER'S GRADUATE CERTIFICATE

In Fall 2001, just prior to the University establishing the regulations for graduate certificate programs, the Educational Administration and Foundations (EAF) Department, sent through the curricular process, and had approved, a Type 75 Certificate within the Master's of Science in Educational Administration. This request is to have that approved program be re-classified as a Post-Master's Graduate Certificate. Attached is a copy of the original proposal coversheet with all appropriate signatures. Below are the answers to necessary elements for a new graduate certificate.

#### **Post-Master's Graduate Certificate for General Administrative Certification**

##### Institution, Department, Program Title

The Department of Educational Administration and Foundations at Illinois State University proposes the reclassification of the Type 75 Certificate within its Master of Science in Education degree program to a Post-Master's Graduate Certificate for General Administrative Certification. According to the guidelines, a post-master's certificate requires a minimum of 24 semester hours beyond the master's degree but less than a doctoral degree. The previously approved certification meets these criteria.

##### Date of Implementation

It is proposed that the change be implemented with the publication of the 2003-2004 Graduate Catalog. All courses for the certificate are currently being offered.

##### Description of Program

<i>Course Requirements for the Certificate</i>	<i>Credit Hours Required</i>
EAF 401 Administering Educational Technology	3
EAF 485 The Principalship	3
EAF 410 Research Methods/Statistics in Education	3
C&I 478 Evaluating Student Performance	3
EAF 494 Educational Public Relations	3
EAF 423 Professional Ethics in Education	3
EAF 465 Human and Fiscal Resources	3
EAF 489 Legal Bases of Public Education	3
EAF 479 Financial Bases of Public Education	3
SOC 465 Sociology of Formal Organizations	3
EAF 482 Administration Seminar	3
EAF 498 Professional Practice	6
TOTAL HOURS	39 hours

##### Rationale for Proposal

The original proposal, approved in Fall 2001, would have included a request for approval as a Post Masters Graduate Certificate had the regulation been in place at the time. As a master's degree is required for the Type 75/Principalship administrative endorsement, using the post-master's certificate is more appropriate than "nesting" the program within a master's degree itself.

Expected Impact of Proposal on Existing Campus Programs

There would be no adverse impact of this course of study on existing campus programs. It has been offered and was approved previously through the curricular process.

Anticipated Staffing/Funding Needs

There is no new staffing or funding necessary to reclassify the course of study as a Post-Master's Graduate Certificate.