



College Curriculum Committee Chair Approved <i>Submit 10 copies of proposal to Graduate Curriculum Committee</i>	Date	Graduate School	Date Approved
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**PART A.****PROGRAM REVISION: ILLINOIS STATE UNIVERSITY****Educational Administration: Chief School Business Official Endorsement**

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

Institution, Department, Program Title

The Department of Educational Administration and Foundations at Illinois State University proposes a revision of its Chief School Business Official Endorsement Post-Master's Certificate.

Date of Implementation

The Department Curriculum Committee approved the revisions on September 18, 2002. We propose that the change be implemented with the publication of the 2003-2004 Graduate Catalog.

Description of Program Change

Our proposal is to revise the requirements for the Chief School Business Official Endorsement to more closely align to state standards and to increase the hours from 24 to 36. All courses in the revised post-master's certificate exist and are offered as requirements or electives in the doctoral and Superintendent's endorsement post-master's certificate. See the table on the next page summarizing the changes "**Chief School Business Official Endorsement — Educational Administration: Summary of Current and Proposed Courses.**" **We request that this certification program be classified as a post-master's graduate certificate program.**

Rationale for Proposal

This change has several major purposes:

1. One purpose is to align the Chief School Business Official (CSBO) endorsement with the superintendent certification/doctoral requirements. The old CSBO and Superintendent programs complemented one another and "shared" some required courses. Given that the Department instituted new Superintendent requirements starting in 2002 to meet NCATE/ELCC standards, we now must "realign" the CSBO courses as well.
2. The second purpose is to strengthen and update our CSBO certificate to explicitly align with state standards and to reflect changes in the field since the certificate was first offered in 1978. (**See attached matrix of courses and State standards.**)
3. Some old CSBO requirements are now part of the Department's Master's degree (Type 75 certificate) requirements. Since the Master's degree requirements were updated in 2002, the Post-Master's certificate needs to drop courses that are now Master's level courses (and no longer meet CSBO standards) and to change course numbers to the 500 level to clarify that the certificate goes beyond Master's requirements as well.
4. Given the increased demands of individuals serving as Chief School Business Officials in the field, the certificate needed to add or require additional technology, research, administration, and foundations courses, increasing the required hours from 24 to 36 to meet all the standards.
5. The CSBO endorsement is currently considered a certificate (other) program. Changing it to a post-master's certification program will allow the Department to consider these students as "graduates" of the program and will allow "tracking" their progress after they receive their certification. Currently, these students are not recorded as "graduates" of the program, and tracking employment after leaving ISU (as required by ISBE program review guidelines) has been difficult.

Expected Impact of Proposal on Existing Campus Programs

The impact of the proposal would only affect the current EAF CSBO program. No other campus programs will be affected. The Department will allow students admitted under the current program to finish their certification using the old requirements.

### Expected Curricular Changes, Including New Courses

Scheduling will change because the new program specifies 36 hours of required courses whereas the old program allowed for more electives and required fewer hours. The change will actually improve the Department's scheduling and planning since all the courses in the certificate are required, and 30 hours overlaps with the existing Superintendent's endorsement. The closer alignment of the two post-master's certificate programs would probably increase demand for the CSBO certificate. **See attached table of the comparison of the current courses and proposed courses. In addition, see the matrix of courses aligned to state CSBO standards.**

### Anticipated Staffing Arrangements

No new arrangements are necessary because all the courses required in the certificate are currently offered by EAF Department.

### Anticipated Funding Needs and Source of Funds

No impact on department funds is anticipated.

### One Minor Change in Graduate Catalog Copy

*Current Catalog Copy 2<sup>nd</sup> paragraph under 'Certification Programs on p. 126 2002-2003 Graduate Catalog:*

“The General Administrative (Type 75/Principalship, Superintendent, and Chief School Business Official) Endorsements all require full-time teaching and/or administrative experiences. Students are also required to complete field experiences (internships) within their programs of studies prior to being recommended for any endorsement. Type 75 endorsement requires 39 hours; Superintendent 36 hours, CSBO 30 hours.

### *Revised Catalog Copy—Change Hour Requirements*

“The General Administrative (Type 75/Principalship, Superintendent, and Chief School Business Official) Endorsements all require full-time teaching and/or administrative experiences. Students are also required to complete field experiences (internships) within their programs of studies prior to being recommended for any endorsement. Type 75 endorsement requires 39 hours; Superintendent 36 hours, CSBO 36 hours.

### Chief School Business Official (CSBO) Endorsement: Educational Administration

1. Request for a previously approved certificate program to be classified as a post-master's graduate certificate
2. The CSBO certificate meets the University's definition for a Post-Master's Certificate because it is "an organized series of graduate courses with a minimum of 24 semester hours beyond the master's degree but less than a doctoral degree." (Graduate Curriculum Committee: Curriculum Proposal Guidelines and Procedures, 2002-03, p. 14)

#### 3. One Minor Change in Graduate Catalog Copy

*Current Catalog Copy 2<sup>nd</sup> paragraph under 'Certification Programs on p. 126 2002-2003 Graduate Catalog:*

**Change the number of hours for CSBO to 36.**

#### Summary of Current and Proposed Courses

Current Program (All courses currently exist—some are no longer appropriate for CSBO)	Proposed Program Courses (All courses currently exist—2 courses need revision)
EAF 580 Educational Facilities	<b>NO CHANGE</b> EAF 580 (Number changed for Superintendent's endorsement from 480 to 580 in 2001-2002)
EAF 585 Management of Educational Funds	<b>NO CHANGE</b> EAF 585 (Number changed for Superintendent's endorsement from 483 to 585 in 2001-2002)
EAF 586 Administration of Human Resources	<b>NO CHANGE</b> EAF 586 (Number changed for Superintendent's endorsement from 486 to 586 in 2001-2002)
EAF 575 Seminar in School Business Management	<b>NO CHANGE</b> EAF 575
EAF 584 Superintendent and Central Staff	<b>NO CHANGE</b> EAF 584
EAF 478 Legal Bases of Public Ed. (currently a Master's program requirement that does not address CSBO standards)	<b>REPLACE WITH</b> EAF 548 Advanced Seminar on Legal Bases of Education
EAF 479 Financial Bases of Public Ed (currently a Master's program requirement that does not address CSBO standards)	<b>DROP</b> because it is a Master's course that does not address CSBO standards (but it is a prerequisite for EAF 585.)
EAF 481 Administration and Organization of Schools (currently a Master's-level elective that does not address CSBO standards)	<b>REPLACE WITH</b> EAF 576 Administration of Instructional Programs
OR EAF 401 Administering Educational Technology (currently a Master's program requirement that does not address CSBO standards)	<b>REPLACE WITH</b> EAF 502 Administrative Applications of Educational Technology (recommend number change from 402 to 502 in current proposal)
EAF electives	<b>ADD</b> EAF 508 Applied Educational Research
	<b>ADD</b> EAF 521 Moral and Political Foundations of Educational Policy Analysis
	<b>ADD</b> EAF 587 Community Relations Seminar
	<b>ADD</b> EAF 596 Negotiated Agreement Administration and Development (recommend title and number change from 496 Bargaining in Education to 596 in current proposal)
<b>TOTAL HOURS 24</b>	<b>TOTAL HOURS 36</b>

#### Entry and experience requirements for the CSBO certificate that remain the same follow:

Completion of Master's Degree in Educational Administration, Business Administration, Accounting or Finance prior to entry into CSBO certificate program	NO CHANGE
Two years administrative experience	NO CHANGE
Completion of Clinical Experiences Designed for the Applicant	NO CHANGE

## EAF CHIEF SCHOOL BUSINESS OFFICIALS PROGRAM

## TABLE OF INTEGRATION OF STANDARDS WITHIN THE CURRICULUM

STANDARDS	EAF 502	EAF 508	EAF 548	EAF 576	EAF 580	EAF 585	EAF 586	EAF 587	EAF 521	EAF 584	EAF 575	EAF 596
<b>1</b> <b>Educational Foundations</b> <b>of Schools</b>			1.C	1.D	1.D	1.A	1.D		1.A 1.C		1.A 1.B	
<b>2</b> <b>Organization and</b> <b>Administration</b>						2.D 2.E 2.F	2.B 2.C 2.D 2.E 2.F			2.A 2.B 2.C 2.D 2.E 2.F		
<b>3</b> <b>Public Policy and</b> <b>Intergovernmental</b> <b>Relations</b>			3.A 3.B 3.C			3.A	3.A 3.C		3.B	3.A 3.B 3.C	3.C	
<b>4</b> <b>Legal Aspects</b>			4.A 4.B 4.C		4.C		4.A 4.C					
<b>5</b> <b>Principles of School</b> <b>Finance</b>			5.E			5.A 5.B 5.C 5.D 5.E	5.C 5.E			5.A 5.E		
<b>6</b> <b>Budgeting and Financial</b> <b>Planning</b>						6.A 6.B 6.D 6.E 6.F 6.G 6.H 6.I 6.J 6.K	6.C					
<b>7</b> <b>Accounting, Auditing,</b> <b>and Financial Reporting</b>						7.A 7.B 7.E 7.F 7.G 7.H 7.I 7.J 7.K 7.L						
<b>8</b> <b>Cash Management,</b> <b>Investments, and Debt</b> <b>Management</b>											8.A 8.B 8.C 8.D 8.E 8.F 8.G 8.H	
<b>9</b> <b>Personnel and Benefits</b> <b>Administration</b>						9.C	9.A 9.B 9.D 9.E			9.F		

STANDARDS	EAF 502	EAF 508	EAF 548	EAF 576	EAF 580	EAF 585	EAF 586	EAF 587	EAF 521	EAF 584	EAF 575	EAF 596
<b>10 Staff Development</b>							10.A 10.B 10.C 10.D 10.E					
<b>11 Labor Relations/Collective Bargaining</b>												11.A 11.B 11.C 11.D 11.E 11.F
<b>12 Planning and Construction</b>			12.F		12.B 12.C 12.D 12.E 12.F 12.G 12.H 12.I	12.B 12.C	12.F			12.A		
<b>13 Maintenance and Operations</b>					13.A 13.B 13.C 13.D							
<b>14 Purchasing</b>	14.D										14.A 14.B 14.C 14.D	
<b>15 Supply and Fixed Asset Management</b>											15.A 15.B 15.C 15.D 15.E 15.F	
<b>16 Real Estate Management</b>	16.E				16.A 16.B 16.C 16.D 16.E							
<b>17 Strategic Planning</b>										17.A 17.B 17.C		
<b>18 Program Evaluation</b>		18.A 18.D		18.A		18.A 18.B 18.C 18.D						
<b>19 Communications</b>						19.C		19.A 19.B 19.C 19.D		19.B		
<b>20 Management Information Systems</b>	20.A 20.B 20.C 20.D 20.E 20.F											
<b>21 Risk Management</b>											21.A 21.B 21.C 21.D 21.E	

STANDARDS	EAF 502	EAF 508	EAF 548	EAF 576	EAF 580	EAF 585	EAF 586	EAF 587	EAF 521	EAF 584	EAF 575	EAF 596
22 Transportation											22.A 22.B 22.C 22.D	
23 Food Service											23.A 23.B 23.C 23.D	
24 Health and Safety					24.A 24.B 24.C 24.D 24.E 24.F							
<b>TOTAL</b>	8	2	9	2	25	38	23	4	3	17	34	6

**COURSES:**

**EAF 502 Administrative Applications of Educational Technology**  
**EAF 508 Applied Educational Research**  
**EAF 548 Advanced Seminar on Legal Bases of Education**  
**EAF 576 Administration of Instructional Programs**  
**EAF 580 Educational Facilities**  
**EAF 585 Management of Educational Funds**  
**EAF 586 Administration of Human Resources**  
**EAF 587 Community Relations Seminar**  
**EAF 521 Moral and Political Foundations of Educational Policy Analysis**  
**EAF 584 Superintendent and Central Staff**  
**EAF 575 Seminar in School Business Management**  
**EAF 596 Negotiated Agreement Administration and Development**

**NOTE:**

- The chart displays how attention to the standards/elements is integrated across the courses in the Chief School Business Official curriculum.
- Each cell lists the standards/elements addressed in the course content.
- Down the columns of the chart one sees that two courses have two standard/elements, one has three, one has four, one has six, one has eight, one has nine, and one with seventeen, one has twenty-three, one has twenty-five, one has thirty-four and one has thirty-eight, EAF 585. The four classes with the most standards/elements were Management of Educational Funds, Administration of Human Resources, Seminar in School Business Management, and Educational Facilities
- Across the rows of the chart ones sees that Standard 1, Standard 3, and Standard 5 had five or more courses addressing each standard/element