

Indiana Commission for Higher Education

DISTANCE EDUCATION PROGRAM PROPOSAL

Institution: Indiana University-Bloomington
Degree Program: Masters in Educational Leadership: K-12 Building-level
Administrator Track
Date: March 11, 2011

The Department of Educational Leadership and Policy Studies at Indiana University prepares principal candidates for schools across Indiana through a masters degree and certification-only programs. The K-12 Building Level Administration certificate is a 24 credit hour program that forms the core of the 36 credit hour Masters degree program.

We currently deliver our Masters degree programs in face-to-face formats in Marion and Monroe counties. The majority of students enrolled in the programs take one to two courses each semester and summer while remaining employed—usually as a teacher. We recognize a sizeable demand for principal preparation from candidates who are not able to access our programs due to their location, job requirements, and other constraints. A 2011 survey of a sample of Indiana school corporations indicated hundreds of educators sought more accessible options for leadership preparation.

This application is recognition that a growing number of educators in Indiana, the U.S. and possibly internationally seek additional options to earn a Masters degree in educational leadership in order to lead various types of school organizations. For this reason, we request approval to extend our delivery of this program through on-line coursework. This distance education option expands the workforce opportunities for individuals to meet the leadership needs of public and private schools.

The resulting courses are delivered over the Internet using Indiana University's Oncourse system, which includes email, electronic discussion forums, joint group workspace, and access to the university library. Our on-line courses are taught and/or supervised by faculty who teach the same courses on either IUPUI or IUB campuses. Readings and assignments are equivalent and there is no difference in admissions requirements for on-campus and on-line Master's degree students.

We feel extending delivery of our programs in this way will allow Indiana University to meet a demand for high quality educational leadership programs throughout the state, the nation, and perhaps internationally. The application that follows details the proposed expansion of delivery.

Item

1. On-Campus Enrollment/Degree History (from SIS):

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>
Headcount	20	18	15
FTE	6	5	2
Degrees	13	16	12

2. Mix of Technologies:

This program will be delivered by using the following mix of technologies (select as many as apply):

Television:

One Way Video

- IHETS - Satellite
- IHETS - Terrestrial
- IU VIC System
- Cable/Public TV
- Videocassette
- Other : (explain here)

Two-Way Video

- IHETS - Satellite
- IHETS - Terrestrial
- IU VIC System
- Other : (explain here)

x Internet/Web

- IHETS INDnet
- IU VIC System
- x Other : Oncourse system

Computer-Based (CD-ROM, DVD, diskette, etc.)

Audioconferencing/Audiocassette

Print Correspondence

Other : (explain here)

3. Access to the Instruction:

a. The selected mix of technologies allows students to receive the instruction in the following settings (select as many as apply):

- x Home
- x Workplace (Including Hospitals)
- x Libraries and Other Public, Non-Educational Settings
- x K-12 Schools

- Campuses/Centers within the Same System
- All Public Campuses/Centers

b. Will the institution enroll students in the program from anywhere in the state?

- Yes (also possibly students from outside Indiana and the U.S.)
- No

(If "No", please explain here)

4. Schedule for Delivering Coursework:

- a. All required coursework in the major will be offered via distance education technology over a two-year period.
- b. A minimum of six elective courses will be offered via distance education technology each year.
- c. Please explain how students will be able to complete general education, minor, and other curricular requirements outside of the major.

The foundation/inquiry courses that are required in the Masters degree in educational leadership are available in on-line delivery formats. These courses are sequenced into our schedule for the degree cohorts. It is also possible to transfer into the degree up to 9 credits of coursework from other accredited institutions if coursework meets the Office of Graduate Studies requirements and is approved by the Masters program advisor.

5. Off-Campus Curriculum and Instruction:

a. Will the off-campus curriculum be identical to the on-campus curriculum?

- Yes
- No

(If "No", please explain here)

b. Will the program require students to complete laboratory or studio work?

- No (students will be required to complete a practicum in their home districts/schools.)
- Yes

(If "Yes", explain here)

- c. Please explain how the program will provide for timely and appropriate interaction between students and faculty members.

Interaction between students and faculty members will occur primarily through online discussion, which is an integral and weekly part of each course. In addition, faculty members provide feedback via assignments, telephone conversations, private emails, and other Oncourse formats (e.g., podcasts, webinars, etc.). Because contact over the Internet occurs several times a week and often daily, on-line students often receive more timely feedback from faculty members than students in on-campus courses that meet only once a week for 3 hours.

- d. Will the program require students to come to campus for any period of time?

No
x Yes

If "Yes," please indicate for how long, with what frequency, and for what purpose.

Students in the on-line program cohort will be expected to attend an intensive summer workshop on campus at the beginning of their programs in order to acquaint students with faculty, course sequences and requirements, and assessment processes. This intensive workshop will also include some coursework. Students (e.g., those outside Indiana or the U.S.) who are unable to travel will be allowed to participate in an on-line orientation session using Adobe Breeze or other on-line meeting formats.

- e. Please explain how the program will provide for timely and appropriate interaction between students and other students.

Each week, students are required to post electronic responses to readings and instructor questions on the Oncourse Forum site. In addition, they are required to respond to other students' postings by asking questions, critiquing, offering suggestions, and expanding ideas. Many classes have small group assignments (e.g., develop new principal handbooks, powerpoint presentations to school boards, case study decisions, or policy proposals) in which students work together in on-line, small-group discussion spaces and then report to the larger group through Forum or other Oncourse components. It is also possible for students to meet in "real-time" using Oncourse chat room facilities or more often by posting and responding to comments over the period of a

week since students from different time zones and parts of the world can be in the same group.

6. Assessment of Student Learning:

Please explain how student learning will be assessed.

Student assessment in classes is done through a combination of evaluating written assignments and the quality/quantity of discussion (forum) participation. Assignments provide evidence of the student's understanding of knowledge and skills in the various components of educational leadership; the application of this knowledge and skills for problem solving, decision making, and leadership practice; and the awareness of the student of personal and professional dispositions necessary for the practice of educational leadership.

7. Availability of Academic Support and Student Services:

Please explain how students will have access to each of the following academic support and student services:

- a. Admissions: Both on-campus and on-line Masters degree students are able to apply for the programs entirely on-line. Telephone and email support (from both the program area and the Office of Graduate Studies) are available for students who have questions about the admissions process.
- b. Financial Aid: Very few on-line Masters degree students qualify for financial aid because they are only registered in 1-2 courses per semester. Those who take more than two courses are able to apply for financial aid.
- c. Academic Advising: All students accepted into all Masters degree programs in educational leadership (including the on-line program) have access to a faculty member who is the program advisor who works with students to develop a plan of study and is available for questions and advice. The faculty member who teaches the Practicum course works throughout the course of the program with the students in developing projects to satisfy the certification practicum requirements.
- d. Course Materials (including delivery mechanism): Course materials are available through several sources. Journal articles and some class readings are available through the Indiana University Library electronic reserves. Case studies, used in many of the courses, are available free of charge to students through the Journal of Cases in Educational Leadership by virtue of the program's membership in the University Council for Educational Administration. Books used in courses can be ordered and mailed to students via the University book store, and it is

possible to order books on-line from various distributors and publishers. Sample student papers and models of student work can be posted for students to view on the Oncourse site.

- e. **Library Materials (including delivery mechanism):** Students have all the electronic resources of the Indiana University Library including electronic reserves available through the library’s website. In addition, copies of books and articles not available electronically may be requested and received by surface mail.
- f. **Placement and Counseling:** Students are counseled by the faculty member assigned as the program advisor. In addition, to the advisor, the faculty member who teaches the Practicum course is available to assist the student in placement questions and opportunities. Students also receive counseling from other course instructors. Distance education registration personnel, as well as other University student services, are available through email contact.
- g. **Technical support (e.g. on-line help desk).** The initial point of contact for technical support is either the distance education registration desk (first contact) or later the course instructor once a student is enrolled. In nearly all cases, problems should be able to be solved through these two points of contact. When this is not sufficient, students and their instructors are put in contact with University Information and Technology Services (UITS) and/or the School of Education Instructional Computing office. The Oncourse site includes easily accessible information for getting help from UITS either by phone or email.

8. Student Fees:

Fees¹ Charged per Semester Hour
for Part-Time Students

Indiana Residents Non-Residents

On-Campus Instruction	\$ 769.70	\$ 1447.83
Includes a Practicum fee; other fees vary by number of credits taken. Fees include health, activity, transportation, and technology.		
Distance Education Instruction	\$ 481.61	\$ 577.93
Includes a Practicum fee; no additional fees are charged for distance ed. students. Non-resident fee based on 20% increase over resident fee.		

¹ All tuition and mandatory fees

9. Review Process:

This program will be reviewed under the process and criteria dated (enter date), which has been transmitted to the Commission for Higher Education.

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

I. Prepared by Institution

Institution/Location: Indiana University-Bloomington
 Program: Master's Degree in Educational Leadership (DE version)

	<u>Year 1</u> <u>FY2011</u>	<u>Year 2</u> <u>FY2012</u>	<u>Year 3</u> <u>FY2013</u>	<u>Year 4</u> <u>FY2014</u>	<u>Year 5</u> <u>FY2015</u>
Enrollment Projections (Headcount)					
Full-Time	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Part-Time	<u>25</u>	<u>30</u>	<u>35</u>	<u>40</u>	<u>45</u>
Total	<u>25</u>	<u>30</u>	<u>35</u>	<u>40</u>	<u>45</u>
Enrollment Projections (FTE)					
Full-Time	_____	_____	_____	_____	_____
Part-Time	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____
Degree Completions Projection		<u>22</u>	<u>25</u>	<u>30</u>	<u>35</u>
New State Funds Requested (Actual)	None requested				
New State Funds Requested (Increases)	No increase requested				

II. Prepared by CHE

New State Funds To Be Considered
 for Recommendation (Actual)

New State Funds To Be Considered
 for Recommendation (Increases)

CHE Code:
 Campus Code:
 County Code:
 Degree Level:
 CIP Code:

Comment: Budget calculations are based on the assumption that Year 1 = FY199.