Please attach/submit additional documents as needed to fully complete each section of the form. See information about Level I Proposals.

I. DEPARTMENT / PROGRAM

Department of Educational Leadership, Certificate in K-12 Superintendent Leadership

II. SUMMARY

The graduate Certificate in K-12 Superintendent Leadership will be administered in the Department of Educational Leadership of the Phyllis J. Washington College of Education and Human Sciences. This 18-credit graduate-level certificate program is developed for professionals who currently hold a K-12 principal license. The target population is individuals with successful principal experience who are considering moving into a district level leadership position in a school district.

The curriculum is comprised of existing courses that meet national and state standards for administrator preparation. In addition to the coursework, each successful candidate must complete 27 hours of field experience per course taken. The Certificate program can be attended in an online format to create a readily accessible option for current administrators.

IV. ENDORSEMENTS AND APPROVALS

Requestor: John Matt
Signature
Date 9/17/15

Phone/ Email: 243-5610 John.matt@umontana.edu

Program Chair: John Matt
Signature
Date 9/17/15

*Other Affected Programs:

Professional Education Council (PEC)
Kristi Murphy
Signature
Date 9/18/15

Dean: Susan Harper-Whalen
Signature
Date 9/18/15

Provost’s Office:
Signature
Date 9/23/15

* Are affected because of: (a) required courses including prerequisites or corequisites, (b) perceived overlap in content areas, or (c) cross-listing of coursework.

After the Faculty Senate approves the proposal on a consent agenda the Provost’s Office forwards the item for Board of Regents approval at the next possible meeting.

V. TYPE OF LEVEL I PROPOSAL

☐ Retitling existing majors, minors, options, or certificates
☐ Eliminating existing majors, minors, or options. (submit with BOR program termination checklist)
Adding new minors or certificates where there is a major or an option in a major
Campus Certificates: Adding, retitling, terminating or revising a certificate of 29 or fewer credits
Revising a program* (for minor modifications use the program modification form)
Distance or online delivery of previously authorized degree or certificate program
Adding option within an existing major or degree *
Consolidating existing programs and/or degrees *
Placing a program into moratorium
Withdrawing a program from moratorium
Adding BAS/AA/AS Area of Study
*Must submit with BOR Curriculum Proposal Form

IV. CATALOG LANGUAGE

Attach the current or proposed catalog language with any changes clearly identified.

Certificate in K-12 Superintendent Leadership

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDLD 656 – Economics of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 657 – School Facilities Planning</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 658 – Public Relations for Superintendents</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 554 – School Law</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 556 – The Finance of Public Education</td>
<td>3</td>
</tr>
<tr>
<td>EDLD 653 – School Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>Minimum Required Grade B-</td>
<td>18 Total Credits Required</td>
</tr>
</tbody>
</table>

III. JUSTIFICATION

The graduate certificate in K-12 Superintendent Leadership will give individuals who have already completed a principal preparation program and are now seeking licensure as a Superintendent, a program that is identified clearly on their transcript and will be viewed by licensing agencies across the country as a completed superintendent preparation program.

VI SUBMISSION

Submit the complete Level I proposal to the Provost’s Office for initial review. After all signatures have been obtained, submit original, and an electronic file to the Faculty Senate Office, UH 221, camie.foos@mso.umt.edu

Level 1 proposals also require Board of Regents approval. The appropriate BOR forms must be submitted with this form.
Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: XXX-XXXX-XXXX
Meeting Date: ____________________________

Institution: University of Montana
CIP Code: ____________________________

Program Title: Certificate in K-12 Superintendent Leadership

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the Academic Affairs Handbook.

A. Notifications:

   Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

   1a. Placing a program into moratorium (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

   1b. Withdrawing a program from moratorium

   2. Intent to terminate an existing major, minor, option or certificate – Step 1 (Phase I Program Termination Checklist)

   3. Campus Certificates- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less

   4. BAS/AA/AS Area of Study

B. Level I:

   Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

   1. Re-titling an existing major, minor, option or certificate

   2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

   3. Revising a program (Curriculum Proposal Form)

   4. Distance or online delivery of an existing degree or certificate program

   5. Terminating an existing major, minor, option or certificate – Step 2 (Completed Program Termination Checklist)

Temporary Certificate or AAS Degree Program

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.
Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

C. Level I with Level II Documentation:

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

1. Consolidating existing programs and/or degrees (Curriculum Proposal Form)

D. Level II:

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

1. Re-titling a degree (ex. From B.A. to B.F.A)

2. Adding a new minor or certificate where there is no major or option in a major (Curriculum Proposal Form)

3. Establishing a new degree or adding a major or option to an existing degree (Curriculum Proposal Form)

4. Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

5. Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit

Specify Request:

This document constitutes notice of a new graduate Certificate in K-12 Superintendent Leadership at the University of Montana. The graduate Certificate in K-12 Superintendent Leadership will be administered in the Department of Educational Leadership of the Phyllis J. Washington College of Education and Human Sciences. This 18-credit graduate-level certificate program is developed for professionals who currently hold a K-12 principal license. The target population is individuals with successful principal experience who are considering moving into a district level leadership position in a school district.

The curriculum is comprised of existing courses that meet national and state standards for administrator preparation. In addition to the coursework, each successful candidate must complete 27 hours of field experience per course taken. The Certificate program can be attended in an online format to create a readily accessible option for current administrators.