

# FLORIDA ATLANTIC UNIVERSITY™

UGPC APPROVAL \_\_\_\_\_  
 UFS APPROVAL \_\_\_\_\_  
 CATALOG \_\_\_\_\_

## Graduate Programs—PROGRAM CHANGE REQUEST

DEPARTMENT: EDUCATIONAL LEADERSHIP & RESEARCH  
 METHODOLOGY

COLLEGE: EDUCATION

PROGRAM NAME: HIGHER EDUCATION LEADERSHIP

**EFFECTIVE DATE**  
 (PROVIDE TERM/YEAR)

Spring 2016

PLEASE EXPLAIN THE REQUESTED CHANGE(S) AND OFFER RATIONALE BELOW AND/OR ATTACHED:

THE PROPOSED CATALOG CHANGES CAN BE FOUND IN TRACK CHANGES ON THE ATTACHED DOCUMENT.

WE REQUEST THAT THE NUMBER OF DEGREE REQUIREMENT CREDITS BE CHANGED FROM 33-36 TO 36-39 IN ORDER TO REFLECT CURRICULUM STANDARDS IN HIGHER EDUCATION WHEREBY STUDENTS HAVE MORE OPPORTUNITIES FOR PROFESSIONAL KNOWLEDGE DEVELOPMENT. REQUIRING 36-39 CREDITS IS IN LINE WITH OUR COMPARATIVE AND ASPIRATIONAL PROGRAMS. ACCORDINGLY, ADDITIONAL HIGHER EDUCATION CHOICES ARE PRESENTED FROM WHICH STUDENTS MAY SELECT THREE COURSES IN PROFESSIONAL KNOWLEDGE. PREVIOUSLY, STUDENTS SELECTED TWO. THE COURSE OPTIONS ARE ALL CURRENTLY OFFERED BY THE DEPARTMENT AND ARE FOUND IN THE CATALOG.

TODAY, HIGHER EDUCATION STUDENTS TEST OUT OF THE TECHNOLOGY REQUIREMENT.

SOME COURSES ARE VARIABLE CREDIT AND CORRECTIONS ARE MADE TO SHOW THIS FOR EDH 6941 AND EDA 7943 OR EDA 7944---3-6 CREDITS.

Faculty contact, email and complete phone number:

Pat Maslin-Ostrowski  
[pmaslin@fau.edu](mailto:pmaslin@fau.edu)  
 561-297-3550

Consult and list departments that might be affected by the change and attach comments. No other departments might be affected. All courses offered for the degree, required and elective, are from the department.

**Approved by:**

Department Chair: \_\_\_\_\_  
 College Curriculum Chair: P. R. Peltier  
 College Dean: Valery-Buster  
 UGPC Chair: Wm R. McDaniel  
 Graduate College Dean: Robert L. Lott  
 UFS President: \_\_\_\_\_  
 Provost: \_\_\_\_\_

**Date:**

~~11/12/15~~  
~~11/18/15~~  
11/19/15  
12-9-15  
12-11-15

From <http://www.fau.edu/academic/registrar/FAUcatalog/education.php#edleadership> 10/25/15

### Higher Education Leaders Concentration

The Higher Education Leadership concentration is designed for individuals who want to prepare for entry-level and mid-level leadership and management positions in colleges and universities.

<b>Degree Requirements</b>	<del>336</del> - <del>369</del> credits
<b>Leadership Foundation</b>	(9 credits)
ADE 6381	3
EDS 6100	3
EDA 6103	3
<b>Research and Technology Foundation</b>	(6-9 credits)
STA 6113	3
EDF 6481	3
EME 6426*	[3]
<del>* Students may test out.</del>	
<b>Professional Knowledge</b>	( <del>15</del> - <del>18</del> credits total)
EDH 6051	3
EDH 6065	3
EDH 6635	3
Select <del>two</del> <u>three</u> courses:	( <del>6</del> <u>9</u> credits)
<del>EDH 6040</del>	<del>3</del>
EDH 6045	3
<del>EDH 6058</del>	<del>3</del>
EDH 6215	3
EDH 6305	3
<del>EDH 6367</del>	<del>3</del>
<del>EDH 6551</del>	<del>3</del>
<del>EDH 6941</del>	<del>3</del>
EDH 7405 (by permission only)	3
EDH 7505 (by permission only)	3
<b>Experiential Component</b>	(3 credits)
Select one course:	
EDA 6905	3
EDH 6941	<del>3</del> - <del>6</del>
EDA 7905	3
EDA 7943 or EDA 7944	<del>3</del> - <del>6</del>

\* Student may test out.

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From <http://www.fau.edu/academic/registrar/FAUcatalog/education.php#edleadership> 10/25/15

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EDH 6941	3- <del>6</del>
EDA 7905	3
EDA 7943 or EDA 7944	3- <del>6</del>

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**College of Education  
Graduate Programs Committee Meeting  
Agenda**

**Wednesday**

**November 18, 2015**

**12:30 p.m. – Sub Committee Meetings**

**1 PM GPC Convenes**

**Student Affairs Conference Room, COE, Boca**

Noon – Sub Committees - (Sub-Committee Chairs will announce meeting rooms.)

1 pm COE GPC

1. Roll call, convening and announcements
2. Review and approval of prior minutes
3. Recorder for Minutes
4. University Graduate Council/University Graduate Programs Committee Updates  
Reminder on Process for Curriculum for GPC  
Senate Update
5. Curriculum Committee Report and Recommendations
6. Graduate Faculty Applications – Committee of the Whole (new applications and reconsideration of a previously submitted application) – consideration of faculty schedule for renewal of status
7. Student Petitions Committee Report and Recommendations
8. Other
9. Adjourn

*Status Expiring = List for GPC.*

TrL

- Did not want to MAKE criteria harder, MAKE easier  
↳ Go to Grad College / Faculty Governance

ELRM

- Did not like Different status, Felt Asst. prof should be on committee

USE

- Did not want criteria changed. This is not P+T.

CE

- Make Stronger (Limit # of)

**FLORIDA ATLANTIC UNIVERSITY  
COLLEGE OF EDUCATION  
GRADUATE FACULTY STATUS INFORMATION**

**LEVEL A: Chair a Doctoral Committee. Provide evidence documenting:**

1. Rank of Associate or Full Professor (e.g. Curriculum Vita).
2. Knowledge base relevant to field of study (e.g. Curriculum Vita).
3. Serve as a member of at least one doctoral committee to completion (e.g. signature page from student's Dissertation).
4. Completion of a Human Subjects Training Course (e.g. CITI Training certificate).
5. Active involvement in graduate teaching (e.g. list 1 graduate course taught in the last 5 years) OR graduate mentoring (e.g. list the names of three advisees and the degree sought).
6. Active involvement in scholarly or creative activity; provide evidence of a continuous record of research and scholarly activity as demonstrated by: any combination of the bulleted items below totaling 5 within 5 years OR Author one book, marketed by a publisher, unsubsidized by the author (expressly excludes products such as anthologies, monographs, and research reports).
  - Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university (e.g. copy of grant, invitation or acknowledgement of grant review letter).
  - Publications- Articles in peer reviewed journals or book chapters in a book marketed by a publisher, unsubsidized by the author (expressly excludes products such as anthologies, monographs, and research reports). (e.g. copy of the article and information regarding refereed status of the journal or copy of the book chapter with information about the publisher).
  - Presentations- Peer reviewed presentations at the state, national or international level (e.g. copy of conference program cover, page(s) on which your presentation is listed, and evidence on the peer reviewed nature of the presentation).
  - Creative Activities- Juried exhibitions of creative work at the state, national or international level (e.g. copy of conference program cover, page(s) on which your presentation or creative activity is listed, and evidence on the peer reviewed nature of the presentation or creative activity).
  - Editor, Editorial Board member or Field/Manuscript Reviewer for academic journal (e.g. printed copy of evidence supporting your role in this category).
7. Departments within the College of Education may, by a vote of the Graduate Faculty within that department, require additional evidence or experience to chair doctoral dissertation committees.

**LEVEL B: Serve as a Member of a Doctoral Committee. Provide evidence documenting:**

1. Rank of Assistant Professor or higher (e.g. Curriculum Vita).
2. Completion of a Human Subjects Training Course (e.g. CITI Training certificate).
3. Active involvement in graduate teaching (e.g. list 1 graduate course taught in the last 5 years) OR graduate mentoring (e.g. list the names of three advisees and the degree sought).
4. Active involvement in scholarly or creative activity; provide evidence of a continuous record of research and scholarly activity as demonstrated by: any combination of the categories below totaling 3 within 5 years.
  - Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university (e.g. copy of grant, invitation or acknowledgement of grant review letter).

Approved by the College of Education's Graduate Programs Committee: March 2013 Page 1 of 4

- Limit # of Presentations -  
- Min. # of Publications? (5 or 2...)

- Why make it quantitative?  
- What about the incentives about setting "Level A."  
- How do we know peer review.

B+C  
Lod  
Gard

- **Publications-** Articles in peer reviewed journals or book chapters in a book marketed by a publisher, unsubsidized by the author (expressly excludes products such as anthologies, monographs, and research reports). (e.g. copy of the article and information regarding refereed status of the journal or copy of the book chapter with information about the publisher).
- **Presentations-** Peer reviewed presentations at the state, national or international level (e.g. copy of conference program cover, page(s) on which your presentation is listed, and evidence on the peer reviewed nature of the presentation).
- **Creative Activities-** Juried exhibitions of creative work at the state, national or international level (e.g. copy of conference program cover, page(s) on which your presentation or creative activity is listed, and evidence on the peer reviewed nature of the presentation or creative activity).
- **Editor, Editorial Board member or Field\Manuscript Reviewer for academic journal** (e.g. printed copy of evidence supporting your role in this category).

**LEVEL C: Chair/Member of a Specialist/Master Committee. Provide evidence documenting:**

1. Rank of Assistant Professor or higher (e.g. Curriculum Vita).
2. Completion of a Human Subjects Training Course (e.g. CITI Training certificate).
3. Record of publication and research as follows:
  - One article in a refereed or national journal within the last five years (e.g. copy of the article and information regarding refereed status of the journal). **AND**
  - Actively engaged in on-going research activity within the last five years (e.g. copy of IRB approval, or exemption, for research activity and/or copy of research grant or proposal).

Pages 3-4 of this document, along with appropriate documentation and Form 1 from the Graduate College, *must be submitted to the COE Dean's Office no later than two weeks prior to a scheduled COE Graduate Programs Committee meeting\* for consideration.* In addition to the criteria stated above, faculty are normally required to be on the Florida Atlantic University faculty for one year prior to seeking graduate faculty status. A faculty member who has graduate experience from another institution or who has served as a member or a chair of doctoral committees at another accredited college/university may be exempt from the one year waiting period, provided he/she has the recommendation of the department chairperson. Expedited review can be completed if the faculty applicant has held the same level of Graduate Faculty Status for two or more consecutive periods (see application for details). For additional detail about this procedure, please refer to the COE Faculty Handbook, Graduate Faculty section. \* Scheduled meeting dates can be found at: <http://coe.fau.edu/FacultyStaff/committees/gpc/default.aspx>

**FLORIDA ATLANTIC UNIVERSITY  
COLLEGE OF EDUCATION  
GRADUATE FACULTY STATUS APPLICATION FORM**

**I. Name of Faculty Member** \_\_\_\_\_  
**Date** \_\_\_\_\_

**II. Number of Years at FAU** \_\_\_\_\_ **or**  
\_\_\_\_\_ **Years** \_\_\_\_\_

(Name of equivalent institution)

**III. Highest Degree Held (check one):**  **Masters**  **Specialist**  **Doctorate**

**IV. Academic Rank (check one):**  **Lecturer**  **Assistant**  **Associate**  **Professor**

**V. Applying for Graduate Faculty Status (check one):**  **Level A**  **Level B**  **Level C**

- **Expedited Review**

**Note:** Expedited review can be completed if the faculty applicant has held the same level of Graduate Faculty Status for two or more consecutive periods. If the faculty applicant qualifies for expedited review, only a copy of current Curriculum Vita (highlighting the recently met requirements for the specified level) and a copy of valid CITI Training certificate need to be submitted along with this form and Form 1 from the Graduate College.

**VI. Indicate your FAU COE Department (check one):**

**Communication Sciences and Disorders**

**Counselor Education**

**Curriculum, Culture, and Educational Inquiry**

**Educational Leadership & Research Methodology**

**Exceptional Student Education**

**Exercise Science and Health Promotion**

**Teaching and Learning**

**VII. Department Chair's Recommendation**

\_\_\_\_ I recommend graduate faculty status or renewal for this faculty member at the following level:

(check one) \_\_\_\_\_ **Level A** \_\_\_\_\_ **Level B** \_\_\_\_\_ **Level C**

\_\_\_\_ I do not recommend graduate faculty status for this faculty member.

**Department Chair's Reasons for Recommendation (required):**

\_\_\_\_\_  
**Signature of Department Chair**

\_\_\_\_\_  
**Date**



**VIII. Checklist (Check boxes to indicate inclusion of evidence)**

**Levels A, B, & C:**

- Completed Sections I-VII of Application Form (pages 3-4)
- Completed Department Chair Recommendation (page 3)
- Curriculum Vita (e.g. attach a copy of current Curriculum Vita)
- Completion of a Human Subjects Training Course (e.g. attach copy of valid CITI Training certificate).
- Form 1 from the Graduate College

**Note: If applying for expedited review only submit the above documents with this form and Form 1 from the Graduate College, but indicate on current CV, the specific requirements for the appropriate level that have been met.**

**Documentation Specific to the Graduate Faculty Level for Which You Are Applying:**

**Levels A & B only:**

**Active involvement in graduate teaching (e.g. list 1 graduate course taught in the last 5 years):**

\_\_\_\_\_ **OR**  
**Graduate mentoring (e.g. list the names of three advisees and the degree sought).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Level A only:**

Serve as a member of at least one doctoral committee to completion (e.g. attach signature page from student's Dissertation).  
Active involvement in scholarly or creative activity; provide evidence of a continuous record of research and scholarly activity as demonstrated by: any combination of the bulleted items totaling 5 within 5 years OR author one book, marketed by a publisher, unsubsidized by the author (expressly excludes products such as anthologies, monographs, and research reports).  
Attach evidence as described on pages 1-2.

**Level B only:**

Active involvement in scholarly or creative activity; provide evidence of a continuous record of research and scholarly activity as demonstrated by: any combination of the bulleted items totaling 3 within 5 years. Attach evidence as described on pages 1-2.

**Level C only:**

One article in a refereed or national journal within the last five years. Attach evidence as described on page 2.  
Actively engaged in on-going research activity within the last five years. Attach evidence as described on page 2.

\_\_\_\_\_  
**Signature of Faculty Applicant** **Date**

\_\_\_\_\_  
**Signature of COE Graduate Programs Committee Chair** **Date**

\_\_\_\_\_  
**Signature of COE Dean** **Date**

**Florida Atlantic University  
College of Education**

**Process for Appointment and  
Renewal to the Graduate Faculty**

*January 22, 2010 Approved  
FAU COE Faculty Assembly*

**Graduate College Process for Appointment to Graduate Faculty**

Graduate Faculty will meet the following university minimum requirements as follows:

- *Hold the rank of Assistant Professor or above (clinical, research scientist/faculty, and affiliate research faculty inclusive). Under exceptional circumstances faculty members with a comparable level of expertise may apply for status as Graduate Faculty.*
- *Hold the terminal degree suitable for contributing to the college or show a comparable level of attainment through experience as determined by the Graduate Committee of the program.*
- *Be actively involved in scholarly or creative activity, graduate teaching or graduate mentoring.*

**College of Education Process for Appointment to Graduate Faculty**

The Graduate Faculty of the College of Education was created on January 1, 1988. The existence of a Graduate Faculty is one of the many necessary mechanisms for maintaining rigorous, professional instructional quality control. In addition, the traditional role of the Graduate Faculty is seen as a way to encourage the faculty to strive for higher levels of scholarship. Membership to the Graduate Faculty is for a five-year term and is renewable, subject to review in accordance with the prescribed guidelines.

Faculty members appointed after January 1, 1988 are required to follow the designated procedures for attaining initial appointment to the Graduate Faculty.

**Criteria and Guidelines for Membership on the Graduate Faculty**

**I. Initial Appointment to the Graduate Faculty**

- A. Possess the terminal degree.
- B. Recommendation for Graduate Faculty status is initiated by the Department Chairperson and is forwarded through the College of Education Graduate Programs Committee to the Dean of the College of Education for final approval.
- C. Publications, Grants, Presentations, Creative Activities, and Editorships used for initial appointment may be no older than five years prior to the appointment date.
- D. Eligible for a 5 year, renewable term.

## **II Criteria for Serving as a Chair or Member of a Graduate Committee**

### **A. Chair a Doctoral Committee**

1. Hold rank of Associate or Full Professor.
2. Possess a knowledge base relevant to the student's major field of study.
3. Serve as a member of at least one doctoral committee to completion.
4. Provide evidence of a continuous record of research and scholarly activity as demonstrated by:

- Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university
- Publications- Articles in peer reviewed journals or book chapters
- Presentations- Peer reviewed presentations at the state, national or international level
- Creative Activities- Juried exhibitions of creative work at the state, national or international level
- Editor, Editorial Board member or Field\Manuscript Reviewer for academic journal

Any combination of the categories above totaling 5 within 5 years demonstrates continuous scholarly activity (e.g., 4 publications within peer reviewed journals and 1 presentation at a conference selected via peer review process, OR 1 Grant submitted to IES, 2 publications within peer reviewed journals, 1 presentation at a conference selected via peer review process, and 1 year as Field Editor for Journal of Teacher Education).

**OR**

One book marketed by a publisher unsubsidized by the author. This publication expressly excludes products such as anthologies, monographs, and research reports.

5. Provide evidence of completion of a Human Subjects Training Course (e.g. CITI).
6. Provide evidence of active involvement in scholarly or creative activity, graduate teaching or graduate mentoring.
7. Departments within the College of Education may, by a vote of the Graduate Faculty within that department, require additional evidence or experience to chair doctoral dissertation committees.

### **B. Serve as a Member of a Doctoral Committee**

1. Hold the rank of Assistant Professor or higher.
2. Provide evidence of a continuous record of research and scholarly activity as demonstrated by:

- **Grants- Writing both funded and unfunded grants; reviewing grants both in and out of the university**
- **Publications- Articles in peer reviewed journals**
- **Presentations- Peer reviewed presentations at the state, national or international level**
- **Creative Activities- Juried exhibitions of creative work at the state, national or international level**
- **Editor, Editorial Board member or Field\Manuscript Reviewer for academic journal**

**Any combination of the categories above totaling 3 within 5 years demonstrates continuous scholarly activity (e.g., 2 publications within peer reviewed journals and 1 presentation at a conference selected via peer review process)**

- **One chapter in a book marketed by a publisher unsubsidized by the author. This publication expressly excludes products such as anthologies, monographs, and research reports.**

**3. Provide evidence of completion of a Human Subjects Training Course (e.g. CITI)**

**4. Provide evidence of active involvement in scholarly or creative activity, graduate teaching or graduate mentoring.**

**C. Chair/Member of a Specialist/Master Committee**

- 1. Hold rank of Assistant Professor or higher.**
- 2. Provide evidence a record of publication and research as follows:**
  - a. one article in a refereed or national journal**
  - AND**
  - b. be actively engaged in on-going research activity (as indicated above in II.B ).**

**III. Renewal of Appointment to the Graduate Faculty**

**Faculty approved at Level A for two cycles (10 years) may maintain this level with a current vita evidencing active scholarship, research, and graduate teaching/mentoring through an expedited re-approval process.**

**Faculty approved at Level B for two cycles (10 years) may maintain this level with a current vita evidencing active scholarship, research, and graduate teaching through an expedited re-approval process.**

**Faculty approved at Level C for two cycles (10 years) may this level with a current vita evidencing active graduate teaching through an expedited re-approval process.**

**The College of Education expects all tenured and tenure track faculty to earn and maintain Graduate Faculty status.**

#### **IV. Process for Appointment to Associate Graduate Faculty, Graduate Faculty Emeriti, and Graduate Lecturer**

##### **A. Graduate College Process for Appointment of Associate Graduate Faculty**

*Associate Graduate Faculty will meet the following university minimum requirements:*

- *Hold the rank of adjunct faculty or above (visiting faculty inclusive)*
- *Hold the terminal degree suitable for contributing to the program or show a comparable level of attainment through experience as determined by the Graduate Committee of the Program;*
- *Be actively involved in scholarly OR creative activity OR graduate teaching.*

##### **B. College of Education Process for Appointment of Associate Graduate Faculty and Graduate Faculty Emeriti**

Applications for Associate Graduate Faculty and Graduate Faculty Emeriti shall be reviewed and voted on by the departmental Graduate Faculty. Departmental Graduate Faculty will determine if candidates meet the Graduate College requirements and at what level. The required forms from the Graduate College will be completed and include the departmental chair's signature and the departmental Graduate Faculty vote. The required forms from the Graduate College shall be forwarded to the College of Education Dean for signature and then to the University Graduate College Dean. University Graduate College criteria for appointment to the Associate Graduate Faculty and Graduate Faculty Emeriti shall apply; however, privileges of serving on dissertation and thesis committees are subject to approval by the academic unit faculty. Associate Graduate Faculty are appointed to a 5 year renewable term to comply with the Graduate College rules. Graduate Faculty Emeriti are appointed to a 1 year renewable term.

##### **C. Graduate College Process for Appointment of Graduate Lecturer**

*A faculty member nominated for appointment as Graduate Lecturer must meet the following minimum requirements:*

- *Hold the rank of Instructor, Lecturer or above;*
- *Hold at least a masters degree or professional degree, and have achieved extraordinary accomplishments as determined by the Graduate Committee of the program.*

##### **D. College of Education Process for Appointment of Graduate Lecturer**

Applications for Graduate Lecturer shall be reviewed and voted on by the departmental Graduate Faculty. Departmental Graduate Faculty will determine if candidates meet the Graduate College requirements and at what level. The required forms from the Graduate College will be completed and include the departmental chair's signature and the departmental Graduate Faculty vote. The required forms from the Graduate College shall be forwarded to the College of Education Dean for signature and then to the University Graduate College Dean. University

Graduate College criteria for appointment to Graduate Lecturer shall apply; however, privileges of serving on dissertation and thesis committees are subject to approval by the academic unit faculty.

***E. Appointments of External Members and non-FAU faculty to Doctoral Dissertation Committees***

The Dissertation Committee expectations in the College of Education are that a minimum three (3) Graduate Faculty will serve as committee members with one of the three as chair. External (from the university) faculty may serve on dissertation committees at the discretion of the department and college. Each department and program may enforce additional processes or requirements for external committee members. All dissertation committee members will hold a terminal degree in their field. Exceptions will be voted on by the Graduate faculty members within the department.

**V. Privileges**

The minimum privileges at each level of the University Graduate Faculty Governance document will be honored by the College of Education faculty, except regarding serving as a chair or co-chair of a dissertation committee. Graduate Faculty must earn level A approval according to the College of Education policy to chair or co-chair a doctoral committee.

**VI. Reporting the List and Record Keeping**

The College of Education Dean will annually report the approved members at all levels to the Graduate College Dean.

A copy of transcripts and curriculum vita shall be on file in the appropriate departmental office (or electronically stored) for faculty approved at all levels.

August, 1988  
Revised November, 1999  
Revised September, 2005  
*Revised and Approved, COE Faculty Assembly, January 2010*