September 27, 2016

Dr. Alexander Cartwright
Provost and Executive Vice Chancellor
State University of New York
System Administration
State University Plaza
Albany, New York 12246

Dear Dr. Cartwright:

On behalf of the faculty at the University at Albany, I am pleased to transmit the attached proposal to disaggregate a Master of Science (M.S.) program in Higher Education from the University's existing registered M.S. program in Educational Administration. The market based rationale for this action is explained within the proposal.

This proposal has been considered and approved through campus governance. We are appreciative for anticipated efforts by staff in your Office of Program Review for review and consideration of the proposal, hoping it can move promptly to the NYS Education Department thereafter. Should there be any technical questions or the need for additional materials, please have inquiries directed to Jonathan Bartow, Vice Dean for Graduate Education (jbartow@albany.edu) at our campus. As always, we thank you for your on-going support.

Sincerely,

Darrell P. Wheeler, PHD, MPH
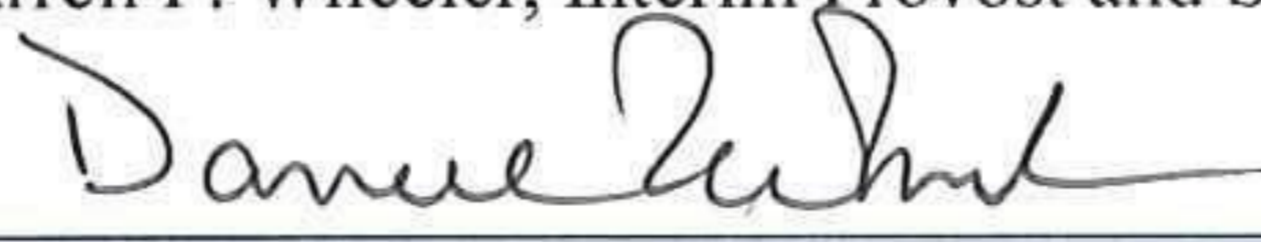Interim Provost and Senior Vice President for Academic Affairs

Enclosures (2)
c. Dean Kevin Williams
    Dean Robert Bangert-Drowns
    Professor Jason Lane
    Vice Dean Jon Bartow

SUNY The State University of New York

This form should be used to seek SUNY's approval to create one or more new programs from existing, registered programs. *A campus is not required to submit a Program Announcement (PA) or a Letter of Intent (LI) for these types of new programs.* The Chief Executive or Chief Academic Officer should submit **a signed cover letter and this completed form** to the SUNY Provost at *program.review@suny.edu*.

Section 1. General Information	
a) **Institutional Information**	Institution's 6-digays it SED Code: **210500**
	Institution's Name: State University of New York at Albany
	Address: *1400 Washington Ave., Albany, NY 12222*
b) **Program Locations**	List each campus where the entire program will be offered (with each institutional or branch campus 6-digit SED Code): 210500
	List the name and address of off-campus locations (i.e., extension sites or extension centers) where courses will offered, **or check here [ ] if not applicable:**
c) **Proposed Program Information**	Program Title: Higher Education
	Award(s) (e.g., A.A., B.S./M.S.): M.S.
	Number of Required Credits: Minimum [36] If tracks or options, largest minimum [ ]
	Proposed HEGIS Code: 0805.00
	Proposed 6-digit CIP 2010 Code: 13.0406
	If the program will be accredited, list the accrediting agency and expected date of accreditation:
	If applicable, list the SED professional licensure title(s)[1] to which the program leads:
d) **Campus Contact**	Name and title: Jason Lane
	Telephone: 518-442-5080 E-mail:jlane@albany.edu
e) **Chief Executive or Chief Academic Officer Approval**	Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. *E-signatures are acceptable.*
	Name and title: Darrell P. Wheeler, Interim Provost and Senior Vice President for Academic Affairs
	Signature and date: *Darrell Wheeler* 29 September 2016
	If the program will be registered jointly[2] with one or more other institutions, provide the following information for each institution:
	Partner institution's name and 6-digit SED Code:
	Name, title, and signature of partner institution's CEO (or **append** a signed letter indicating approval of this proposal):

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[1] If the proposed program leads to a professional license, a specialized form for the specific profession may need to accompany this proposal.
[2] If the partner institution is non-degree-granting, see SED's CEO Memo 94-04.

[X] Not a multi-award or multi-institution program. *Proceed to Section 3.*

Check one.

[ ]   This proposal is for a **multi-award program** that leads to two separate awards (e.g., A.S./B.A., B.S./M.S.). **Complete Section 2.1, below.** *NOTE: Such programs generally involve special admissions for students who have the capacity to complete all awards, curricular integration between the component programs, and shortened time to degree compared to taking the programs separately.*

[ ]   This proposal is for a **multi-institution program** (also called a "jointly registered program") to be offered jointly by two or more institutions. **Complete Section 2.2 below.** *NOTE: Such programs involve a formal agreement between two or more institutions to offer courses leading to an award.*

[ ]   This proposal is for a **multi-institution, multi-award program** to be offered jointly by more two or more institutions and lead to two separate awards. **Provide a single, consolidated response that reflects all the items in Sections 2.1 and 2.2, below.**

Section 2.1. Multi-Award Programs

a)   Check all SED-defined formats, mode and other program features that apply to the **entire program**.

Format(s): [ ]Day [ ]Evening   [ ]Weekend   [ ]Evening/Weekend   [ ]Not Full-Time

Modes: [ ]Standard [ ]Independent Study [ ]External [ ]Accelerated [ ]Distance Education
            *NOTE: If the program is designed to enable students to complete 50% or more of the course requirements through distance education, check Distance Education, see Section 10, and **append a** Distance Education Format Proposal.*

Other: [ ] Bilingual [ ] Language Other Than English [ ] Upper Division [ ] Cooperative [ ] 4.5 year [ ] 5 year

b)   List registered programs at the institution identified in Section 1 whose courses will contribute to this program. Add rows as needed.

Programs	Program Title	Award	SED Program Code
Program 1			
Program 2			

c)   List all the courses required for each existing program, and indicate which ones will be counted toward both awards.
d)   What is the length of time students will have to complete the proposed program?
e)   What are the admissions requirements for the new program, and how are they related to student success?
f)   Complete a *SUNY Program Schedule* to show how students will be able to schedule all required courses to complete the multi-award program.

Section 2.2. Multi-Institution Programs

[ ] All partner institutions are listed in Section 1, with CEO information and a signature for each partner.

a) Check all SED-defined formats, mode and other program features that apply to the **entire program**.

Format(s): [ ]Day   [ ]Evening   [ ]Weekend   [ ]Evening/Weekend   [ ]Not Full-Time

Modes: [ ]Standard   [ ]Independent Study   [ ]External   [ ]Accelerated   [ ]Distance Education
NOTE: If the program is designed to enable students to complete 50% or more of the course requirements through distance education, check Distance Education, see Section 10, and ***append a*** *Distance Education Format Proposal.*

Other: [ ] Bilingual [ ] Language Other Than English [ ] Upper Division [ ] Cooperative [ ] 4.5 year [ ] 5 year

b) List all the courses required for the program, and indicate which ones will be completed at each institution.
c) Describe the administrative provisions for coordinating admissions, advisement and financial aid for the program between the two institutions.
d) Describe the program's policies governing residency requirements and tuition charges.
e) Explain any other special arrangements or requirements arising from the multi-institution nature of the program.
f) Complete a *SUNY Program Schedule* to show how students will be able to schedule all required courses to finish the program.

This section should be used to propose the creation of new programs from options, concentrations or tracks in existing, registered programs, which is sometimes called "disaggregation." This section enables (but does not require) a campus to make the following types of revisions to an existing track at the same time the track becomes a separate program:
- new or significantly revised courses; or,
- changes to the track's admissions standards and program evaluation elements.

> *NOTE: A new program proposal must be submitted – instead of this section – when:*
> - *the new program(s) will be offered at a different location than the campuses identified in Section 1; or*
> - *a Master Plan Amendment is required for the new program.*

Section 3.1. Revision of Existing Program

Registered Program to be Changed	
Program Title:	Educational Administration
SED Program Code	13789
Award(s) (e.g., A.A., B.S.):	MS
Number of Required Credits:	Minimum [36] If tracks or options, largest minimum [ ]
HEGIS Code:	0827
CIP 2010 Code:	44.0502
Effective Date of Change:	November 1, 2016
Effective Date of Completion[3]	June 30, 2019

a) List all registered Options, Concentrations or Tracks and indicate which, if any, will be removed.

Higher Education Track

b) If the existing program will have any changes to the program's admissions standards or program evaluation, please describe them and explain why they are needed. Otherwise, affirm that the admissions standards and evaluation methods are unchanged from the current registered program.

There will be no changes to the admission standards or evaluation methods in the current registered program.

c) Complete the appropriate *Program Schedule*. If the program has separate tracks or concentrations, complete a *Program Schedule* for each one.

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[3] If the current program(s) must remain registered until enrolled students have graduated, the anticipated effective date by which continuing students will have completed the current version of the program(s).

SUNY Graduate Program Schedule *OPTION: You can insert an Excel version of this schedule AFTER this line, and delete the rest of this page.)*

Program/Track Title and Award: ___ MS Educational Administration /Higher Education Track _____

a) Indicate academic calendar type: [X] Semester [ ] Quarter [ ] Trimester [ ] Other (describe): _____
b) Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
c) Use the table to show how a typical student may progress through the program; copy/expand the table as needed.
d) Complete the last row to show program totals and comprehensive, culminating elements. **Complete all columns that apply to a course.**

Term 1:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 600 Intro to Org Analysis	3		
EAPS 601 Intro to Social Analysis	3		
EAPS 651 Admn of Inst. of Higher Ed	3		
Term credit total:	9		

Term 2:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 614 Quantitative Methods	3		
EAPS Support Discipline Course	3		
EAPS Elective	3		
Term credit total:	9		

Term 3:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 657 History of Higher Ed	3		
EAPS Support Discipline Course	3		
EAPS Elective	3		
Term credit total:	9		

Term 4:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 658 Politics of Higher Ed	3		
EAPS 680 Seminar in Ed Admn.	3		
EAPS Elective	3		
Term credit total:	9		

Term 5:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 6:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 7:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 8:

Course Number & Title	Credits	New	Co/Prerequisites)
Term credit total:			

Program Total:	Total Credits: 36	Identify the required comprehensive, culminating element(s), such as a thesis or examination, including course number(s), if applicable: EAPS 680 requires students to complete a comprehensive research capstone project.

New: X if new course   Prerequisite(s): list prerequisite(s) for the listed courses

SUNY Graduate Program Schedule *OPTION: You can insert an Excel version of this schedule AFTER this line, and delete the rest of this page.)*

Program/Track Title and Award: __MS Educational Administration /Educational Policy Track__

e) Indicate academic calendar type: [X] Semester [ ] Quarter [ ] Trimester [ ] Other (describe):
f) Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
g) Use the table to show how a typical student may progress through the program; copy/expand the table as needed.
h) Complete the last row to show program totals and comprehensive, culminating elements. **Complete all columns that apply to a course.**

Term 1:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 600 Intro to Org Analysis	3		
EAPS 601 Intro to Social Analysis	3		
EAPS 670 Analysis for Ed Policy & Ldr	3		
Term credit total:	9		

Term 2:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 614 Quantitative Methods	3		
EAPS Support Discipline Course	3		
EAPS Elective	3		
Term credit total:	9		

Term 3:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 667 Sem of Global Politics of Ed.	3		
EAPS Support Discipline Course	3		
EAPS Elective	3		
Term credit total:	9		

Term 4:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 674 Ed Admn in Fed & St. Gov't	3		
EAPS 680 Seminar in Ed Admn.	3		
EAPS Elective	3		
Term credit total:	9		

Term 5:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 6:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 7:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 8:

Course Number & Title	Credits	New	Co/Prerequisites)
Term credit total:			

Program Total:	Total Credits: 36	Identify the required comprehensive, culminating element(s), such as a thesis or examination, including course number(s), if applicable: EAPS 680 requires students to complete a comprehensive research capstone project.

New: X if new course   Prerequisite(s): list prerequisite(s) for the listed courses

SUNY Graduate Program Schedule *OPTION: You can insert an Excel version of this schedule AFTER this line, and delete the rest of this page.*

Program/Track Title and Award: __MS Educational Administration /School Leadership Track__

i) Indicate academic calendar type: [X] Semester [ ] Quarter [ ] Trimester [ ] Other (describe): _____
j) Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)
k) Use the table to show how a typical student may progress through the program; copy/expand the table as needed.
l) Complete the last row to show program totals and comprehensive, culminating elements. **Complete all columns that apply to a course.**

Term 1:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 600 Intro to Org Analysis	3		
EAPS 601 Intro to Social Analysis	3		
EAPS 608 Politics of Education	3		
Term credit total:	9		

Term 2:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 614 Quantitative Methods	3		
EAPS Support Discipline Course	3		
EAPS Elective	3		
Term credit total:	9		

Term 3:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 609 Ldrship for Cradle to Career Education Systems	3		
EAPS Support Discipline Course	3		
EAPS Elective	3		
Term credit total:	9		

Term 4:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 623 School Board & Community Relations	3		
EAPS 680 Seminar in Ed Admn.	3		
EAPS Elective	3		
Term credit total:	9		

Term 5:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 6:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 7:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 8:

Course Number & Title	Credits	New	Co/Prerequisites)
Term credit total:			

Program Total:	Total Credits: 36	Identify the required comprehensive, culminating element(s), such as a thesis or examination, including course number(s), if applicable: EAPS 680 requires students to complete a comprehensive research capstone project.

a) Describe the new program and the rationale for converting the existing coursework to a separately registered program.

The MS in Higher Education is increasingly recognized as an important credential for those seeking entry level and mid-level administrative employment in colleges and universities -- working in student life, residence halls, academic advising, college athletics and so forth. The higher education track in the existing MS in Educational Administration and Policy Studies was developed in response to the need to provide a high quality educational experience for those individuals seeking a career in higher education institutions. However, given the shifting market expectations that students have a degree in "higher education and/or student affairs", a track within the existing degree is no longer a sufficient signal to employers of the academic experience our students are receiving. Having only a track within a more generic degree structures puts the onus on the students to explain to potential employers the relevance of their degree to a career in higher education. Awarding the standalone degree will be an improved indicator to employers that that graduates have gained the necessary knowledge and skills to be effective managers and leaders in the higher education workplace.

The program has five primary components:

1) Academic Core: three courses (9 credits) in organizational leadership, social analysis, and quantitative methods

2) Support Discipline: two courses (6 credits) in a focused disciplinary area that advances theoretical understanding of higher education

3) Higher Education Courses: three courses (9 credits) in areas that specially advance the students understanding of leadership and management of higher education institutions.

4) Electives: three courses (9 credits) that advance the students theoretical, research, or practical understanding of higher education institutions.

5) Research Capstone: 1 course (3 credits) in a research capstone experience.

The curriculum is specifically designed to provide students with a strong theoretical and practical base, enabling them to effectively use research and theory in their day-to-day lives as higher education leaders and to prepare students to pursue doctoral education.

Curricular Requirement of Proposed M.S. in Higher Education

Core Courses (9 credits)	Support Discipline (6 credits)	Higher Education Courses (9 credits)	Electives (9 credits)	Research Capstone
EAPS 600 Introduction to Organizational Leadership *EAPS 601* Introduction to Social Analysis *EAPS 614* Quantitative Methods in Educational Leadership	*Choice of courses*	*Choice of courses*	*Choice of courses*	*EAPS 680* Seminar in Educational Administration

b) For each new or significantly revised course, **provide** a syllabus at the end of this form, and on the *SUNY Faculty Table* provide the name, qualifications, and relevant experience of the faculty teaching each new or significantly revised course.

There are no courses being added or significantly revised.

c) If the new program will have any changes to the program's admissions standards or program evaluation elements, please describe them and explain why they are needed. Otherwise, affirm that the admissions standards and evaluation methods are unchanged from the current registered program.

There will be no changes to the admission standards or evaluation methods in the current registered program.

d) Explain the expected impact of the new program on existing programs.

There is anticipated to be little impact on the existing program. The most significant impact is expected to be a shift in enrollments from the existing program to the new program. However, these programs will continue to be strategically aligned, sharing courses and faculty similar to what now happens between the different tracks in the current program.

e) Describe adjustments the institution will make to its current resource allocations to support the new program.

The department has recently hired two new faculty members with higher education expertise to support anticipated growth in this area. However, it is anticipated that no other adjustments will be needed as the program will continue to operate in alignment with and utilizing the resources of the existing degree program and in the current departmental structure.

f) Complete the appropriate *Program Schedule*. If the program has separate tracks or concentrations, complete a *Program Schedule* for each one.

SUNY Graduate Program Schedule *OPTION: You can insert an Excel version of this schedule AFTER this line, and delete the rest of this page.)*

Program/Track Title and Award: __ MS Higher Education

m) Indicate academic calendar type: [X] Semester [ ] Quarter [ ] Trimester [ ] Other (describe):

n) Label each term in sequence, consistent with the institution's academic calendar (e.g., Fall 1, Spring 1, Fall 2)

o) Use the table to show how a typical student may progress through the program; copy/expand the table as needed.

p) Complete the last row to show program totals and comprehensive, culminating elements. **Complete all columns that apply to a course.**

Term 1:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 600 Intro to Org Analysis	3		
EAPS 601 Intro to Social Analysis	3		
Higher Ed Course 1	3		
Term credit total:	9		

Term 2:

Course Number & Title	Credits	New	Co/Prerequisites
EAPS 614 Quantitative Methods	3		
EAPS Support Discipline Course	3		
Elective	3		
Term credit total:	9		

Term 3:

Course Number & Title	Credits	New	Co/Prerequisites
Higher Ed Course 2	3		
EAPS Support Discipline Course	3		
Elective	3		
Term credit total:	9		

Term 4:

Course Number & Title	Credits	New	Co/Prerequisites
Higher Ed Course 3	3		
EAPS 680 Seminar in Ed Admn.	3		
Elective	3		
Term credit total:	9		

Term 5:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 6:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 7:

Course Number & Title	Credits	New	Co/Prerequisites
Term credit total:			

Term 8:

Course Number & Title	Credits	New	Co/Prerequisites)
Term credit total:			

Program Total:	Total Credits: 36	Identify the required comprehensive, culminating element(s), such as a thesis or examination, including course number(s), if applicable: EAPS 680 requires students to complete a comprehensive research capstone project.

New: X if new course   Prerequisite(s): list prerequisite(s) for the listed courses

Section 4. SUNY Faculty Table

a) If applicable, provide information on faculty members who will be teaching new or significantly revised courses in the program. Expand the table as needed.

b) Append at the end of this document position descriptions or announcements for each to-be-hired faculty member.

(a)	(b)	(c)	(d)	(e)	(f)
Faculty Member Name and Title and/or Rank at the Institution (Include and identify Program Director.)	% of Time Dedicated to This Program	Program Courses Which May Be Taught (Number and Title)	Highest and Other Applicable Earned Degrees (include College or University)	Discipline(s) of Highest and Other Applicable Earned Degrees	Additional Qualifications: List related certifications and licenses and professional experience in field.
PART 1. Full-Time Faculty					
Part 2. Part-Time Faculty					
Part 3. To-Be-Hired Faculty (List as TBH1, TBH2, etc., and provide expected hiring date instead of name.)					