



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

## New Program Report

**Date Submitted:**

12/11/2023

**Institution**

Columbia College

**Site Information**

**Implementation Date:**

8/23/2024 12:00:00 AM

**Added Site(s):**

**Selected Site(s):**

Columbia College-Jefferson City, 3314 Emerald Lane, Jefferson City, MO, 65109

Columbia College-Rolla, 550 Blue's Lake Parkway, Rolla, MO, 65401

Columbia College-St. Louis, 4411 Woodson Rd., St. Louis, MO, 63134

Columbia College-Waynesville, 320 Ichord Ave, Ste. A, Waynesville, MO, 65583

Columbia College, 1001 Rogers, Columbia, MO, 65216

**CIP Information**

**CIP Code:**

130401

**CIP Description:**

A program that focuses on the general principles and techniques of administering a wide variety of schools and other educational organizations and facilities, supervising educational personnel at the school or staff level, and that may prepare individuals as general administrators and supervisors.

**CIP Program Title:**

Educational Leadership and Administration, General

**Institution Program Title:**

Education Specialist in Educational Administration

**Degree Level/Type**

**Degree Level:**

Education Specialist

**Degree Type:**

Educational Specialist (EDS)

**Options Added:**

**Collaborative Program:**

N

**Mode of Delivery**

**Current Mode of Delivery**

Classroom

Hybrid



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

## New Program Report

Online

### Student Preparation

Special Admissions Procedure or Student Qualifications required:

Admission procedures and student qualifications do not exceed regular College standards

Specific Population Characteristics to be served:

Columbia College serves traditional students at the Residential Campus and specializes in adult and military education nationwide.

### Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:

Columbia College adheres to the credential requirements set forth by HLC for all faculty member.

Columbia College requires instructors to have at least a Master's degree from a regionally accredited institution in the subject to be taught, with relevant coursework and/ or professional experience directly related to the course. In exceptional circumstances, special certification or extraordinary work experience may compensate the absence of certain academic credentials.

Estimate Percentage of Credit Hours that will be assigned to full time faculty:

Full-time faculty teach 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, and no more than 6 in-seat credit hours a session.

Expectations for professional activities, special student contact, teaching/learning innovation:

Full-time faculty members are required to have 3 hours a week of office hours designated for their students. Full-time faculty members are required to participate in professional development. Adjunct faculty members are required to provide contact information to students.

### Student Enrollment Projections Year One-Five

|               |                      |                      |                                    |
|---------------|----------------------|----------------------|------------------------------------|
| <b>Year 1</b> | <b>Full Time: 3</b>  | <b>Part Time: 10</b> |                                    |
| <b>Year 2</b> | <b>Full Time: 5</b>  | <b>Part Time: 20</b> |                                    |
| <b>Year 3</b> | <b>Full Time: 8</b>  | <b>Part Time: 30</b> | <b>Number of Graduates:<br/>10</b> |
| <b>Year 4</b> | <b>Full Time: 13</b> | <b>Part Time: 50</b> |                                    |
| <b>Year 1</b> | <b>Full Time: 3</b>  | <b>Part Time: 10</b> |                                    |
| <b>Year 2</b> | <b>Full Time: 5</b>  | <b>Part Time: 20</b> |                                    |
| <b>Year 3</b> | <b>Full Time: 8</b>  | <b>Part Time: 30</b> | <b>Number of Graduates:<br/>10</b> |
| <b>Year 4</b> | <b>Full Time: 13</b> | <b>Part Time: 50</b> |                                    |
| <b>Year 1</b> | <b>Full Time: 3</b>  | <b>Part Time: 10</b> |                                    |
| <b>Year 2</b> | <b>Full Time: 5</b>  | <b>Part Time: 20</b> |                                    |
| <b>Year 3</b> | <b>Full Time: 8</b>  | <b>Part Time: 30</b> | <b>Number of Graduates:<br/>10</b> |



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

### New Program Report

|        |               |               |                            |
|--------|---------------|---------------|----------------------------|
| Year 4 | Full Time: 13 | Part Time: 50 |                            |
| Year 1 | Full Time: 3  | Part Time: 10 |                            |
| Year 2 | Full Time: 5  | Part Time: 20 |                            |
| Year 3 | Full Time: 8  | Part Time: 30 | Number of Graduates:<br>10 |
| Year 4 | Full Time: 13 | Part Time: 50 |                            |
| Year 1 | Full Time: 3  | Part Time: 10 |                            |
| Year 2 | Full Time: 5  | Part Time: 20 |                            |
| Year 3 | Full Time: 8  | Part Time: 30 | Number of Graduates:<br>10 |
| Year 4 | Full Time: 13 | Part Time: 50 |                            |
| Year 5 | Full Time: 13 | Part Time: 50 | Number of Graduates:<br>24 |

**Percentage Statement:**

n/a

**Program Accreditation**

Institutional Plans for Accreditation:

The program falls within the College's Higher Learning Commission accreditation.

**Program Structure**

**Total Credits:**

30

**Residency Requirements:**

n/a

**General Education Total Credits:**

0

**Major Requirements Total Credits:**

30

**Course(s) Added**

| COURSE NUMBER | CREDITS | COURSE TITLE   |
|---------------|---------|--|
| EDUC 635      | 3       | Federal Funding, Special Programs, and Accountability      |
| EDUC 620      | 3       | Human Resources Administration and Management of Personnel |
| EDUC 502      | 3       | Foundations and Psychology of Educational Leadership       |



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

## New Program Report

|          |   |  |
|----------|---|--|
| EDUC 625 | 3 | Organizational Management and Strategic Policy Planning        |
| EDUC 627 | 3 | Meaningful School and Community Engagement                     |
| EDUC 638 | 3 | Advanced Action Research                                       |
| EDUC 618 | 3 | School District Finance  |
| EDUC 630 | 3 | Performance Improvement through School and Program Supervision |
| EDUC 640 | 3 | Superintendent Internship                                      |
| EDUC 622 | 3 | Facilities: Planning, Safety and Security                      |
| EDUC 639 | 3 | Field Research and Evaluation                                  |
| EDUC 635 | 3 | Performance Improvement through School and Program Supervision |
| EDUC 581 | 3 | Advanced School Law for Educational Leaders                    |

**Free Elective Credits:**

0

**Internship or other Capstone Experience:**

N/A

**Assurances**

I certify that the program will not unnecessarily duplicate an existing program of another Missouri institution in accordance with 6 CSR 10-4.010, subsection (9)(C) Submission of Academic Information, Data and New Programs.

I certify that the program will build upon existing programs and faculty expertise.

I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

**Contact Information**

First and Last Name: DUSTI  
SCHNEDLER

Email: [dschnedler@ccis.edu](mailto:dschnedler@ccis.edu)

Phone: 573-875-3960

# Education Administration, Ed.S.

## Program Requirements

1. Students must meet the satisfactory academic progress requirements of the College.
2. Students must complete a minimum of 30 graduate semester hours in an approved course of study. The program is composed of a core of 27 hours of coursework required of all students, and an emphasis consisting of 3 hours. Students must choose one emphasis area: Career Administrator or Superintendent.
3. Students must meet the residency requirement of 27 credit hours.

\* Students who pursued an M.Ed. at Columbia College can transfer in the courses of EDUC 502 and EDUC 581 from their M.Ed. graduate work to meet course requirements but not the degree residency requirement. In this case, students must take EDUC 638 Advance Action Research to make up the difference in residency hours.

## Required Courses (27 sem. hrs)

EDUC 502 Foundations and Psychology of Educational Leadership

EDUC 581 School Law for Education Leaders

EDUC 618 School District Finance

EDUC 620 Human Resources Administration and Management of Personnel

EDUC 622 Facilities: Planning, Safety and Security

EDUC 625 Organizational Management and Strategic Policy Planning

EDUC 627 Meaningful School and Community Engagement

EDUC 630 Performance Improvement through School and Program Supervision

EDUC 635 Federal Funding, Special Programs, and Accountability

## Emphasis Areas

Choose one area below.

### Career Administrator

EDUC 639 Field Research and Evaluation

## Superintendent

EDUC 640 Superintendent Internship

Total Semester Hours: 30