



Office of the Chancellor

9201 University City Boulevard, Charlotte, NC 28223-0001
t/ 704.687.5727 f/ 704.687.3219 www.uncc.edu

July 29, 2013

Dr. Belle S. Wheelan, President
Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Wheelan:

As required by the Policy Statement on Substantive Change for Accredited Institutions of the Commission on Colleges, I am writing to notify you that the University of North Carolina at Charlotte is planning to offer the Master of School Administration and the Post-Master Graduate Certificate in School Administration at Mallard Creek High School, 3825 Johnston Oehler Road, Charlotte, North Carolina.

These programs have been approved by the Commission on Colleges but are being initiated at a new off-site location where 50% or more of the credits can be earned toward a degree. Enclosed with this correspondence is a modified prospectus for the proposed programs. The anticipated beginning date for the program is August 19, 2013. Contact information for the program is listed below.

Dawson Hancock
Chair & Professor, Educational Leadership
University of North Carolina at Charlotte
9201 University City Blvd
Charlotte, NC 28223
Phone: 704-687-8863
dhancock@uncc.edu

I am also enclosing with this correspondence an updated list of sites in the following school systems where UNC Charlotte offers educational programs. The enclosed list adds Mallard Creek High School to the initial list of sites submitted in February 7, 2006.

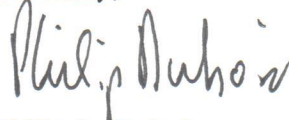
Cabarrus County
Charlotte-Mecklenburg County



Gaston County
Kannapolis City
Lincoln County
Rowan County
Stanly County

Thank you for your consideration of these programs. I would be happy to answer any questions you might have.

Cordially,

A handwritten signature in black ink that reads "Philip L. Dubois". The signature is written in a cursive style with a large initial "P" and a distinct "L" and "D".

Philip L. Dubois
Chancellor

cc: Dr. Mark Smith, VP, Commission on Colleges, SACS
Dr. Joan F. Lorden, Provost and Vice Chancellor for Academic Affairs
Dr. Christine Robinson, University Accreditation Manager
Dr. Dennis McElhoe, Director, Credit Programs
Dr. Ellen McIntyre, Dean, College of Education

**Modified Prospectus
for
The Master of School Administration
and
Post-Masters Graduate Certificate Program in School Administration
Mallard Creek High School, Charlotte/Mecklenburg County North Carolina**

Mallard Creek High School
3825 Johnston Oehler Road
Charlotte, North Carolina 28269
Phone: 980-343-1341
Fax: 980-343-1342
Principal: Nancy Hicks-Brightwell

Part I: Overview

The Department of Educational Leadership proposes face-to-face delivery of the 39-hour Master of School Administration and the 21-hour Graduate Certificate in School Administration programs at Mallard Creek High School. On-site delivery of these programs will significantly increase the opportunity for currently licensed teachers to complete preparation for future high school leadership positions in Charlotte-Mecklenburg Schools.

Program applicants will be admitted to the UNC Charlotte Graduate School according to its requirements and additional departmental requirements and recommendations from school leaders who can attest to an applicant's potential for school leadership. The interest in this particular field is especially high due to the number of possible principal retirements in the district and due to the shortage of highly trained urban high school principals.

The Master of School Administration and the Graduate Certificate in School Administration programs prepare graduates for leadership opportunities as knowledgeable, effective, reflective, and responsive practitioners in the field. Each program includes a year-long internship under the supervision of an experienced principal mentor to ensure a quality succession pipeline for high school principal positions in Charlotte-Mecklenburg Schools.

Part II. Institutional Assessment of Compliance

Student Services

A Senior Program Manager in the University's Office of Extended Academic Programs is assigned to provide, among other things, marketing and administrative assistance to the Department of Educational Leadership; to provide direct assistance to prospective and enrolled students (particularly with respect to University admission, registration, textbook acquisition,) and; coordination of the efforts of all the academic, student support and administrative offices on campus in their design and delivery of services to distance education students. The Senior Program Manager in the Office of Extended Academic Programs coordinates with other support units on campus, with the academic program/instructors in the College of Education, and with the students themselves on the identification of educational needs, the design of solutions to those needs, and the effective and efficient implementation of those solutions. The Senior Program Manager functions as the single point-of-contact for students into the University for all of their needs which are not handled directly by the instructors in the courses in which they are enrolled or the students' academic advisor.

curriculum and instruction materials collection, and the NASA Educator Resource Center collection. Acquisition of materials for these collections is a joint effort involving College of Education and Library faculty. **The general collection contains over 3,000 titles on the subject of education.** There are additional titles pertinent to the program in other areas of the collection such as psychology, health and human services and other related subject areas. The children's/young adult collection contains over 16,000 titles and the K-12 curriculum materials collection has another 4,000 plus titles. These titles include a variety of formats – books, e-books, audio-books, journals, e-journals, videos, DVDs, etc.

The library subscribes to all of the major journals in the field of educational leadership education as well as a wide variety of other journals that discuss the issues related to educational leadership education, the majority of which are available electronically. Students and faculty can access full text articles in these journals through electronic databases (http://guides.library.uncc.edu/database_education) such as *ERIC*, *Education Index*, *Education Research Complete*, *PsychInfo*, *Mental Measurement Yearbook* and other subject specific databases. If, by chance, the library does not have a subscription to a particular journal, a student or faculty member can order the article through the library's interlibrary loan service at no cost to the individual. This is also true for books the library does not own.

A full-time education librarian with a teaching background provides research and instructional services to the program's students and faculty. These services include face-to-face instruction on how to locate curriculum and/or research materials; creation of course specific online research guides (<http://guides.library.uncc.edu/profile.php?uid=29851>) including video tutorials which can be embedded into classroom management programs; synchronous online instruction for distance education courses; and development of bibliographic resources. Instructional support is developed in conjunction with the faculty teaching the course. This was designed to assist the student to successfully complete course assignments. The education librarian will also work individually with students and faculty in their office or electronically via email and/or chat. In the event the education librarian is unavailable, any research librarian is able to work with any student or faculty with basic research needs.

Physical Facilities

Mallard Creek High School is located in the Northeast Zone of Charlotte-Mecklenburg Schools at 3825 Johnston Oehler Road, Charlotte, NC 28269. The site is approximately 15 miles from the UNC Charlotte campus. The location provides state-of-the art facilities including a fully equipped classroom for up to 30 adults and two computer labs with 30 computers in each lab.

III. Schedule of Proposed Course Offerings

Master of School Administration

Fiscal Year	Credit Hours	Course Prefix and Number	Course Title	Term
2014	3	ADMN 6100	Fundamentals of Educational Leadership	Second Summer 2013
	3	ADMN 6120	Instructional Leadership	

(cont)	3	ADMN 6161	The Principalship	Spring 2016
2016	3	ADMN 6120	Internship & Seminar	

IV. Faculty Roster

Qualifications of Full-Time Faculty

Name	Courses Taught	Relevant Academic Degrees and Course Credits Earned	Other Qualifications
Dr. Lynn Ahlgrim-Delzell, Assistant Professor	RSCH 6101 - Research Methods	Ph.D., University of North Carolina at Greensboro, Educational Research Methodology	School Psychologist Special Education: Adapted Curriculum
Dr. James Bird, Associate Professor	ADMN 6100 - Fundamentals of Educational Leadership; ADMN 6161 - The Principalship; ADMN 6410 - Internship and Seminar Part I; ADMN 6420 - Internship and Seminar Part II	Ph.D., Ohio State University, Educational Administration	Superintendent, Principal
Dr. Sandra Dika, Assistant Professor	RSCH 6101 - Research Methods	Ph.D., Virginia Tech, Educational Research and Evaluation	N/A
Dr. Meredith DiPietro, Assistant Professor	EIST 5100 - Computer Application in Education	Ph.D., University of Florida, Curriculum and Instruction	Educational Media Specialist
Dr. Lisa Driscoll, Associate Professor	ADMN 6105 - Legal Aspects of Schooling	Ph.D., Virginia Tech, Educational Administration	Superintendent (NC) Superintendent (VA)
Dr. David Dunaway, Associate Professor	ADMN 6100 - Fundamentals of Educational Leadership; ADMN 6105 - Legal Aspects of Schooling;	Ed.D., Auburn University, Educational Leadership	Principal, Superintendent

Dr. Rebecca Shore, Assistant Professor	ADMN 6120 - Instructional Leadership;	Ed.D., University of South California, Administration and Policy	School Leaders license
Dr. Jim Watson, Assistant Professor (cont) Watson	ADMN 6100 - Fundamentals of Educational Leadership; ADMN 6161 - The Principalship; ADMN 6410 - Internship and Seminar Part I; ADMN 6420 - Internship and Seminar Part II; ADMN 6410 - Internship and Seminar Part I; ADMN 6420 - Internship and Seminar Part II; ADMN 6110 - School Leadership and Management	Ed.D., University of North Carolina at Charlotte, Educational Leadership	Superintendent, Principal, Curriculum Instructional Specialist, Special Education

Charlotte/Mecklenburg County Sites/Schools	Lansdowne Elementary
Charlotte/Mecklenburg County Sites/Schools	Metro Elementary
Charlotte/Mecklenburg County Sites/Schools	Lebanon Road Elementary
Charlotte/Mecklenburg County Sites/Schools	Merry Oaks Elementary
Charlotte/Mecklenburg County Sites/Schools	Legette Blythe Elementary
Charlotte/Mecklenburg County Sites/Schools	Long Creek Elementary
Charlotte/Mecklenburg County Sites/Schools	Mallard Creek Elementary
Charlotte/Mecklenburg County Sites/Schools	Mallard Creek High School
Charlotte/Mecklenburg County Sites/Schools	Matthews Elementary
Charlotte/Mecklenburg County Sites/Schools	McAlpine Elementary
Charlotte/Mecklenburg County Sites/Schools	McClintock Middle School
Charlotte/Mecklenburg County Sites/Schools	Central Piedmont Community College, West Campus
Charlotte/Mecklenburg County Sites/Schools	Derita Alternative
Charlotte/Mecklenburg County Sites/Schools	Kennedy Charter School
Charlotte/Mecklenburg County Sites/Schools	Sugar Creek Charter School
Charlotte/Mecklenburg County Sites/Schools	Lake Norman Charter School
Charlotte/Mecklenburg County Sites/Schools	Community Charter School
Charlotte/Mecklenburg County Sites/Schools	Metrolina Reg School H Academy
Charlotte/Mecklenburg County Sites/Schools	Queens Grant Communnity School
Charlotte/Mecklenburg County Sites/Schools	CrossRoads Charter School
Charlotte/Mecklenburg County Sites/Schools	Albemarle Road Middle School
Charlotte/Mecklenburg County Sites/Schools	J M Alexander Middle School
Charlotte/Mecklenburg County Sites/Schools	Allenbrook Elementary
Charlotte/Mecklenburg County Sites/Schools	Ashley Park Elementary
Charlotte/Mecklenburg County Sites/Schools	Bain Elementary
Charlotte/Mecklenburg County Sites/Schools	Albemarle Road Elementary
Gaston County Sites/Schools	Kiser Elementary
Gaston County Sites/Schools	Pleasant Ridge Elementary
Gaston County Sites/Schools	Pinewood Elementary
Gaston County Sites/Schools	North Gaston High School
Gaston County Sites/Schools	North Belmont Elementary
Gaston County Sites/Schools	New Hope Elementary
Gaston County Sites/Schools	Forest Heights Elementary
Gaston County Sites/Schools	Mount Holly Middle School
Gaston County Sites/Schools	John Chavis Middle School
Gaston County Sites/Schools	Lingerfeldt Elementary
Gaston County Sites/Schools	Ida Rankin Elementary
Gaston County Sites/Schools	Stanley Middle School
Gaston County Sites/Schools	MdAdenville Elementary
Gaston County Sites/Schools	Rhyne Elementary
Gaston County Sites/Schools	Robinson Elementary
Gaston County Sites/Schools	Sherwood Elementary
Gaston County Sites/Schools	Hershal H Beam Elementary
Gaston County Sites/Schools	South Point High School
Gaston County Sites/Schools	J B Page Elementary
Gaston County Sites/Schools	Springfield Primary
Gaston County Sites/Schools	Bessemer City Middle School
Gaston County Sites/Schools	Tryon Elementary
Gaston County Sites/Schools	W A Best Elementary
Gaston County Sites/Schools	W C Friday Middle School
Gaston County Sites/Schools	Woodhill Elementary
Gaston County Sites/Schools	York Chester Middle School