

# Higher Education Administration MA / Academic Advising Certificate

## G1 Prepare Students for Higher Education Leadership

### Goal Description:

The Master of Arts in Higher Education Administration will prepare students for mid-level administrative and leadership positions at higher education institutions and for further doctoral studies through curriculum on student services, academic affairs, and student success, enrollment management, governance and organization of higher education, contemporary issues such as information technology, resource allocation, and other administrative functions.

**Providing Department:** Higher Education Administration MA / Academic Advising Certificate

**Progress:** Ongoing

### RELATED ITEMS/ELEMENTS

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#### RELATED ITEM LEVEL 1

### LO1 Prepare Students for Higher Education Leadership

#### Learning Objective Description:

Students will effectively communicate their understanding of higher education leadership and related research.

#### RELATED ITEM LEVEL 2

### Indicator 1 Prepare Students for Higher Education Leadership

#### Indicator Description:

Indicator Type: Comprehensive Exam

Comprehensive exams in the HIED program are available to students in the fall and spring academic semesters. Students take comprehensive exams in their final semester prior to graduation with the exception of those graduating in the summer. These students take comprehensive exams in the spring semester prior to their final semester of enrollment (summer).

#### Criterion Description:

- Expectation is that students will complete all narratives, artifacts, required for the completion of their portfolios-Comprehensive Examinations.
- By the end of the semester in which students graduate, the comprehensive examination (in the format of portfolio) needs to be successfully completed.
- Two program faculty evaluate the portfolio submission.

#### Findings Description:

In the case of the comprehensive examinations using Portfolios, the program revised the delivery of this and made adjustments.

All students who graduate in Fall 23, Spring 24, and Summer 24 have successfully completed their portfolios.

#### RELATED ITEM LEVEL 3

### Action 1 Prepare students for Higher Education Leadership

#### Action Description:

We continue to conduct updates to course content to maintain it up to date. Additionally, we are constantly reviewing and offering professional development opportunities through webinars and workshops through each semester in the program.

#### RELATED ITEM LEVEL 1

### **LO2 Prepare Students for Higher Education Leadership**

#### **Learning Objective Description:**

Students will use theory, and research to design and implement interventions and programs, in education settings (P-20).

#### RELATED ITEM LEVEL 2

### **Indicator 2 Prepare Students for Higher Education Leadership**

#### **Indicator Description:**

Indicator Type: Clinical Practicum

Students will successfully complete their practicum as a clinical experience in higher education.

#### **Criterion Description:**

Expectation is that students will complete the clinical experience of at least 70 (seventy) total hours.

#### **Findings Description:**

All students who enrolled in their practicums in Fall 2023 and Spring 2024 semester successfully completed the practicum experiences.

The program received outstanding letters of support and evaluations from all clinical/ practicum supervisors.

#### RELATED ITEM LEVEL 3

### **Action 2 Prepare students for Higher Education Leadership**

#### **Action Description:**

The whole program prepares students to develop their professional competencies and skills to continue or to become leaders at higher education institutions. Through specific courses such as "Special Topics", "Leadership in Higher Education", and "Student services" among others we provide targeted context to support student development in this area. Additionally, we constantly review and adjust content to be more up-to-date with current issues and contextual institutional changes. This academic year, we will conduct a curriculum alignment process so we will formally revise course content.

The MA in Higher Education program's faculty also organize webinars and professional development meetings in addition to course offerings. For example, during fall 2024, we will offer "Brown Bag" seminars on topics such as professional organizations, professional planning as transitioning from graduation, among other topics. These brown bag sessions present opportunities for the faculty in the program and invited guest speakers and professionals currently working in the field to provide relevant professional examples, advice, and information to our students preparing for higher education leadership.

## **Update to Previous Cycle's Plan for Continuous Improvement Item**

### **Previous Cycle's Plan For Continuous Improvement (Do Not Modify):**

#### **Closing Summary**

For the year 2023-2024. the program

-New goals will be set for our Comprehensive Portfolio

-Measurable goals will be addressed to professional development opportunities offered to students

-Measurable goals will be identified by the curriculum alignment process

### **Update of Progress to the Previous Cycle's PCI:**

About the Comprehensive Examination/ Portfolio: Based on the results from last year, and in order to make the portfolio even more "student friendly" we started to develop changes for its implementation.

During the summer of 2024, 4 faculty members engaged in a review of different formats from distinctive institutions, and from that exploration, we will modify the format and tool we use for the comprehensive examination. The portfolio will be embedded with the Practicum and we will revise the current rubric for it. The rubric will identify professional development activities conducted by students.

### **New Plan for Continuous Improvement Item**

#### **Closing Summary:**

This year 2024-2024, we will continue to revisit and redefine the Comprehensive Examination format and tool to make it aligned with professional development in higher education leadership.

The program will formally conduct a curriculum review with curriculum alignment purposes.

The Comprehensive Examination will be directly embedded within the practicum course and experience.