

Developing a State of Minds

RESOLUTION

concerning

CONTINUATION OF OFF-CAMPUS PROGRAM APPROVAL  
to offer  
MASTER OF SCIENCE IN EDUCATIONAL LEADERSHIP IN JAMAICA  
by  
CENTRAL CONNECTICUT STATE UNIVERSITY

April 6, 2000

WHEREAS, Central Connecticut State University currently offers the degree Master of Science degree at its New Britain campus under license and accreditation by the Department of Higher Education as well as the accreditation by the New England Association of Schools and Colleges, and

WHEREAS, Board Resolution #94-103 authorized any of the CSU System universities to establish credit or non-credit instructional programs at overseas sites operated in partnership with foreign institutions or individuals, and authorized the President of such university to enter into contracts with such foreign institutions or individuals to carry out these programs in accordance with the provisions developed to implement BR #94-103, and

WHEREAS, In 1998, Central Connecticut State University, in compliance with BR #94-103, was authorized by the Board of Trustees to offer its MS in Educational Leadership at Sam Sharpe Teachers College in Jamaica on a one-time basis, during 1998 and 1999, and

WHEREAS, CCSU, as part of its request for continuation, has submitted a report on the educational functioning and fiscal condition of the relationship with Sam Sharpe Teachers College in Jamaica, as required by Board policy, and

WHEREAS, The report describes positive outcomes and fiscal stability and confirms that demand for the MS in Educational Leadership remains strong, and

WHEREAS, A contract has been signed for the extending the delivery of CCSU's MS in Educational Leadership at Sam Sharpe Teachers College through 2001, therefore be it

RESOLVED, That Board of Trustees for the Connecticut State University approves, retroactively, the attached Contract between Sam Sharpe and CCSU and, be it further resolved

RESOLVED, That the Board of Trustees for the Connecticut State University approves Central Connecticut State University's application to the Board of Governors for Higher Education for continuation of off-campus approval to offer the MS in Educational Leadership in Jamaica through 2004.

A Certified True Copy

\_\_\_\_\_  
William J. Cibes, Jr., Chancellor

**Contractual Agreement Between  
Sam Sharpe Teachers College  
And  
Central Connecticut State University**

**Purpose**

This Agreement is made between the Sam Sharpe Teachers College (Sam Sharpe) and Central Connecticut State University (CCSU) to offer course-work at Sam Sharpe by CCSU which will lead to a Masters degree in Educational Leadership for faculty members at teacher college institutions and national and local school officials in Jamaica.

**Background**

The nation of Jamaica has initiated a program to enhance the level and quality of education for its population. A major thrust of this initiative is to upgrade all teacher preparation programs from three-year diploma granting institutions to four-year, baccalaureate institutions. In order to achieve this goal, current faculty members who are in possession of bachelor's degrees will need to earn masters degrees. Because of CCSU's long term relationship with Sam Sharpe, in the winter of 1997 Cecile Walden, principal of Sam Sharpe requested that CCSU offer a combination of off-site (Sam Sharpe) and on-campus (CCSU) graduate courses to faculty and other interested educational professionals needing to complete a masters degree. During 1998-1999 an initial cohort of 69 students from Jamaica earned their masters degree through the original agreement dated January 1998.

**Responsibilities**

Sam Sharpe Teachers College will identify specific faculty members and other local educational professionals who will participate in a Masters Program in Educational Leadership offered by CCSU. Sam Sharpe will provide classroom space and financial assurances for all courses offered off-site. Sam Sharpe will receive a modest overhead rate for this assistance.

CCSU will deliver credit-bearing, graduate courses. CCSU will retain control of all masters' offerings and ensure that all course work meets the same standards as maintained in Connecticut. CCSU will employ full-time, emeritus, and adjunct faculty to teach the courses. Admissions decisions for matriculation will be made by CCSU in accordance with University and graduate school standards. CCSU will employ a part-time, off-site program coordinator who will act a liaison between CCSU and Sam Sharpe. Courses will be offered on a timeline agreed to by Sam Sharpe and CCSU. Twenty-one credits (7 courses) courses will be offered at the Jamaican site and nine credits (3 courses) will be taken on-campus at CCSU.

### Proposed Plan of Study

Program requirements for a Masters in Educational Leadership will be followed.

#### *Core Requirements (18 cr)*

EDF 500	Contemporary Educational Issues
ED 511	Principles of Curriculum Development
EDL 513	Supervision
ED 517	Evaluation
ED 540	Educational Motivation and the Learning Process
ED 598	Research in Education

#### *Concentration (6 cr)*

EDL 551	Curriculum Leadership
or	
EDL 514	Administration
EDL 555	Leadership for Culturally Diverse Schools

#### *Electives (6 cr)*

Examples: Educational Technology, a course from the Reading Department, a course from the Special Education Department, content-specific courses

#### *Comprehensive Examination*

All students completing 21 credits will sit for a comprehensive examination which will be designed by the Department of Educational Leadership

### Proposed Timeline

The overall program, which is the regular Masters degree program, should be completed within eighteen months. A tentative timeline for the next sequence of the program is as follows:

#### Possible Sequence of Courses Offered at Sam Sharpe

Summer 2000	9 credits	(ED 540 - Motivation) (EDL 513 - Supervision) (ED 511 - Curriculum Development)
Fall 2000	3 credits	(EDL 551 - Curriculum Leadership or EDL 514 - Administration)
Winter 2001	6 credits	(ED 598 - Research in Education) (EDL 555 - Leadership for Culturally Diverse Schools)
Spring 2001	3 credits	(EDL 517 - Evaluation)

Offered at Central Connecticut State University

Summer 2001	9 credits	(Six credits of Electives) EDF 500 - Contemporary Issues)
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(Financial costs for the Summer 2001 semester at CCSU will include: Tuition for 9 credits of study, room and board fees, plus air travel to the U.S. Students should be prepared to cover these expenses to complete their program).

### Termination of the Agreement

Sam Sharpe and CCSU recognize that the Agreement may be unilaterally canceled by either party as follows:

1. Before Start-up. Sam Sharpe and CCSU will recruit individuals to attend the initial courses. If either party believes the response is insufficient to support the program, that party may send a written notice of cancellation of this Agreement prior to the offering of any courses.
2. After Start-up. After the start of the program, the parties recognize that the situation may change. At any time Sam Sharpe or CCSU may send a written notice of cancellation of this Agreement. If this occurs, both parties would work together to complete any obligations to each other and to enrolled participants. The program would close down in specific phases to ensure that Sam Sharpe and CCSU meet all responsibilities to students and each other.
3. Either Sam Sharpe Teachers College or CCSU may cancel this proposed program before it starts with full refund to students who have signed up. After commencement of the program if enrollment drops below 20 for any required course, the program MAY be canceled without refund but with all admitted students who are in good standing academically being guaranteed the right to enroll for remaining courses in the program at CCSU in New Britain, CT at

Central's regular fee schedule and subject to CCSU's regular academic standards for satisfactory completion of the masters level programs.

### Recruiting Efforts

With respect to recruiting, Sam Sharpe and CCSU agree to the following:

1. Success of the program requires the identification of a body of learners who have a desire to pursue masters level preparation in education. Recruiting efforts will seek these individuals. Candidates for academic credit will have an undergraduate degree and otherwise meet the admissions standards for the CCSU Graduate School program.
2. CCSU will hire one professional employee on-site in Jamaica. This individual will have a title chosen by CCSU and will report to CCSU. In this Agreement, this individual is called the Program Coordinator. The Program Coordinator will be housed in Jamaica and will have primary responsibility for recruiting and supporting students throughout the program.

### Instructional Site

CCSU will offer courses in a location chosen and supported by Sam Sharpe. The furniture and equipment will be suitable for teaching.

Sam Sharpe will provide faculty members with office space including a desk, file cabinet with lock, personal computer and printer, and telephone. Copying, typing and other administrative support will be provided to support the teaching and research activities.

Classes will be scheduled in a room with a chalk-board and overhead projector. Also available will be a student computer lab with adequate computers and printers to support the course offerings. Word processing, spreadsheet, and graphics, and Internet software will be available.

Distance learning opportunities will be explored to have courses beamed from CCSU to Sam Sharpe, as well as web-based instructional opportunities.

### Personnel

Sam Sharpe and CCSU agree that the Dean of the School of Education and Professional Studies and the Principal at Sam Sharpe are responsible for ensuring that academic activities match the quality standards in Connecticut and Jamaica. The Program Coordinator is responsible for recruiting, transferring written applications to appropriate CCSU offices, scheduling, and otherwise administering the scheduling of courses.

### Library Facilities

Sam Sharpe will arrange library and Internet support, following the guidance of CCSU. Library resources will include those available at Sam Sharpe and University of West Indies and electronic access to the CCSU library. Students in the program will have access to the library facilities to support the graduate program in New Britain. This includes access to periodicals, serials, interlibrary loans, and internet services.

### Schedule of Courses and Class Size

Courses will be scheduled to meet attendee and faculty needs in formats from two to eight weeks in compliance with CCSU standards for course offerings. Schedules will be a joint responsibility of Sam Sharpe and CCSU. Enrollment for each class section will not exceed 35 students.

### Financial Structure

All students will pay US \$540 per course. Sam Sharpe will pay the instructional costs for the education offerings directly to CCSU.

Sam Sharpe will collect tuition and fees. The fee structure will be set at \$13,200 per course section. The Summer 2001 fees for room and board at CCSU and air travel costs will be determined in January 2001.

Sam Sharpe will pay CCSU a lump-sum fee of US \$13,200 for each section of the ten courses comprised within the masters degree. This fee will cover all CCSU's expenses associated with the full-time faculty and U.S. adjunct faculty who teach the course. The U.S. \$ 13,200 will be used to cover the following expenses:

1. Compensation for both full-time and part-time faculty at the appropriate rate listed in the AAUP/BOT Collective Bargaining Agreement and required fringe benefit costs.
2. Faculty round trip travel to Sam Sharpe.
3. Faculty living expenses including hotel and food and ground transportation.
4. CCSU will pay the on-site program coordinator a stipend of U.S. \$750 per section of each course (20 sections, if the number of predicted students actually enroll).
5. CCSU management costs for Continuing Education.
6. CCSU may hire non-U.S. faculty as adjunct faculty to teach credit courses. CCSU will pay such faculty members directly at a rate to be determined by the CSU Collective Bargaining Agreement.

### Payment Arrangements


Sixty days before the scheduled offering of a course, CCSU will submit an invoice to Sam Sharpe. During the 2000-2001 academic year, this invoice will be for \$13,200 per course for enrollments up to 30 student. For enrollments beyond 30, Sam Sharpe will pay \$415/student.

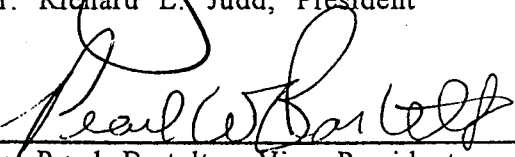
Thirty days before the scheduled offering of a course, Sam Sharpe and CCSU will decide whether the course has sufficient enrollments to be offered.


Fifteen days before the start date of a course, Sam Sharpe will forward a bank draft or wire for \$13,200 to the bank account of CCSU.

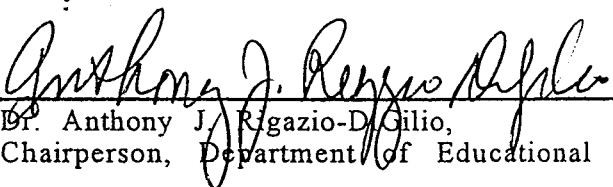
Central Connecticut State University and Sam Sharpe Teachers College Administrative Signatures

*Central Connecticut State University*


  
\_\_\_\_\_  
Dr. Richard L. Judd, President 2/18/00  
Date

  
\_\_\_\_\_  
Dr. Pearl Bartelt, Vice President  
for Academic Affairs 2/17/00  
Date

  
\_\_\_\_\_  
Dr. Richard I. Arends, Dean, School of Education  
and Professional Studies 2-2-00  
Date

  
\_\_\_\_\_  
Dr. Anthony J. Rigazio-D'Gilio,  
Chairperson, Department of Educational Leadership 2-7-00  
Date

*Sam Sharpe Teachers College*

  
\_\_\_\_\_  
Mrs. Cecile Walden, Principal, Sam Sharpe  
Teachers College 2.15.00  
Date

**ITEM**

Request for Continuation of Off-Campus Approval for Central Connecticut State University to offer a MS in Educational Leadership at Sam Sharpe Teachers College in Jamaica

**BACKGROUND**

In 1994 the Board of Trustees established a policy (BR#94-103) authorizing any of the universities of the Connecticut State University System to establish credit or non-credit instructional programs at overseas sites operated in partnership with foreign institutions or individuals. The policy authorized the President of the university to enter into contracts with such foreign institutions or individuals to carry out these programs.

In 1998 the Board of Trustees authorized Central Connecticut State University to offer its graduate degree in Educational Leadership at Sam Sharpe Teachers College in Jamaica on a one-time basis for 1998-99.

**ANALYSIS**

Central Connecticut State University has requested continuation of approval to offer the MS in Educational Leadership at Sam Sharpe Teachers College. As part of its request CCSU has submitted a report on the educational functioning and fiscal condition of the relationship with Sam Sharpe Teachers College as required by BR#94-103. This report describes positive outcomes and the fiscal stability of the program and confirms that there continues to be a strong demand for this program.

Approval for continuation is sought under the provisions for approval of off-campus programs of the Board of Governors for Higher Education. CCSU offers the degree under license and accreditation of the Board of Governors and the New England Association of Schools and Colleges, and the program will be identical in content to the degree offered at CCSU.

**CHANCELLOR'S RECOMMENDATION**

Approve CCSU's request for the continuation of the MS in Educational Leadership at Sam Sharpe Teachers College in Jamaica.



March 30, 2000

Richard L. Judd, President  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050

Dear President Judd:

I write to draw your attention to an oversight in regard to the policies of the CSU Board of Trustees in the matter of CCSU's request for an extension of its formal relations with Sam Sharpe Teachers College in Jamaica through which the MS in Educational Leadership is offered. As you may know, in action yesterday, the Academic Affairs Committee of the Board not only approved CCSU's request to extend this relationship through 2001 but amended the proposed Resolution to authorize an extension through 2004.

I have no quarrel with this extension or with the quality of CCSU's involvement with Sam Sharpe. The report VP Bartelt has submitted documents the program's significant outcomes and fiscal stability. It has come to my attention, however, that the materials submitted include a contract for 2000-01 which already has been signed by the responsible parties from Sam Sharpe and CCSU. As you are aware, within the CSU System, formal relationships with foreign higher education entities are authorized in Board Resolution # 94-103. The procedures developed to implement BR # 94-103 clearly require Board approval of contracts prior to the affixing of signatures.

I have determined that the least embarrassing way out of this dilemma is to ask the Committee to agree to an amended version of the original Resolution which will require the Board to approve the already signed contract retroactively and then append the contract to the Resolution extending approval of CCSU's collaboration with Sam Sharpe through 2004. You will need to execute an additional contract (or contracts) to continue program operations beyond 2001 at Sam Sharpe or to expand CCSU's operations in Jamaica to additional locations. Please submit these subsequent contracts to the Board before they are signed, in compliance with Board policy.

Sincerely,

William J. Cibes, Jr.  
Chancellor



**Dennis DeLong**

03/31/2000 01:53 PM

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To: thedoylegr@aol.com, wdetr58746@aol.com, teber56230@aol.com, pettersene@hotmail.com, Sullivan\_j@scsud.ctstateu.edu, gail.h.williams@mail.sprint.com  
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Subject: Revised Resolution on CCSU and Sam Sharpe

In reviewing the Committee's actions on Wednesday, the Resolution extending CCSU's relationship with Sam Sharpe Teachers College in Jamaica in comparison with the precedents set in BR # 94-103 and BR # 98-8, we have discovered a problem. BR # 94-103 sets forth the general principles and procedures for contracts between CSU institutions and foreign higher education entities. BR #98-8 authorized CCSU's initial program with Sam Sharpe. As you may have noted, the materials submitted by CCSU included a contract for a second installment of the relationship with Sam Sharpe that was already signed. The procedures developed to implement BR #94-103 require Board approval of contracts before they are signed by the responsible parties. Although this was noted prior to the Committee's consideration of the Resolution, it was not made an issue in view of the limited nature of CCSU's request. Now that the Committee has recommended approval through 2004, we feel that the prior signing of the contract in clear conflict with Board policy should not be ignored since it would constitute a legitimization of a four year contract period without Board review. To address this dilemma, after consultation with Chairman Doyle, we have revised the Resolution and are circulating it to you now for your review. If you concur, the revised Resolution will be included in Board materials for the 4/6/00 meeting at SCSU and described in Chairman Doyle's Report to the Board. The revised Resolution is attached. Additions are in bold and deletions in brackets. If you are unable to read it in this format, please contact me and we will FAX it to you. Please let me know if the revisions to the Resolution are satisfactory by Monday noon, if possible. If we do not hear from you, Carmen Diaz will be contacting you by telephone to ascertain your decision on the revised Resolution. Thanks!



Amended Reso. Cont. CCSU MS in Jamaic

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