

May 27, 2009

Dear Colleague:

Thank you for your possible interest in Lynchburg College's plan to develop a cohort program to be offered at the School Board office in Chatham beginning in fall 2009. Coursework is planned for two graduate degree program emphases: the M.Ed. in Educational Leadership (<http://www.lynchburg.edu/educationalleadership.xml>) and the M.Ed. in Curriculum and Instruction (<http://www.lynchburg.edu/teachingandlearning.xml>).

Based on the feedback we have received, we are optimistic that this program will go forward. We welcome your feedback and indication of commitment so that we can finalize these plans. We outlined program plan options below:

1. **Partial degree on-site:** Our initial plan is to offer *seven courses* at the Chatham site that can be taken for either the M.Ed. Educational Leadership or the M.Ed. in Curriculum and Instruction. The course sequence is as follows:

Fall 2009:	EDCI 606	Effective Instructional Strategies
Spring 2010:	EDLS 646	Improving the School Structure and Climate
Summer 2010:	EDLS 609	Research Methods and Applications for Educational Leaders
Fall 2010:	EDCI 616	Curriculum Standards and Issues
Spring 2011:	EDLS 653	Supervision and Evaluation of Instruction
Summer 2011:	EDLS 603	Legal and Ethical Issues
TBA	EDLS 690	Principles of Leadership

Each course would be offered one night a week beginning in fall 2009. The tentative plan is for the courses to be offered from 5:00-7:30 p.m. The course would be taught for fifteen weeks, although the instructor and students may choose to modify the times for the class periods after the first night and adjust the number of meetings accordingly.

In order to move forward with a commitment to this cohort program, and the offering of these *seven classes* in Chatham, we would need to have confirmation of planned participation from at least 18 individuals interested in one or the other of the two Master's programs by June 15, 2009. Confirmation should come in two ways. First, interested students should apply for admission to the Lynchburg College graduate studies program by completing at least the non-degree application ([https://apps.lynchburg.edu/apply/non\\_degree\\_graduate\\_application.asp](https://apps.lynchburg.edu/apply/non_degree_graduate_application.asp)) and submitting an official undergraduate transcript (as well as relevant graduate transcripts). Second, students should indicate by email ([gradstudies@lynchburg.edu](mailto:gradstudies@lynchburg.edu); 434-544-8655) their intent to complete the application and pursue the program. <Note: in order to be fully admitted as a degree-seeking student, you would need to complete the M.Ed. application ([https://apps.lynchburg.edu/apply/graduate\\_application.asp](https://apps.lynchburg.edu/apply/graduate_application.asp)) by September 1. Once the applications have been received, we subsequently would require that a minimum of 18 persons register for the fall semester coursework by July 25 (further information concerning registration will follow to admitted students).

2. **Full degree program on-site:** We are also considering offering the full sequence of courses (i.e., 36 credits for the M.Ed. in Educational Leadership, 30 credits for the instructional leadership emphasis within the M.Ed. in Curriculum and Instruction) on-site in Chatham if sufficient interest warrants this approach. In this case, we would need a total of 18 commitments overall to both programs (see the description above) but also a minimum of 15 individuals in one or the other program to be offered in order to move forward. If we offer the full program in either educational leadership or curriculum and instruction, we will modify the above sequence in order to allow completion of the program in three years or less.
3. **Summary:** Based on the responses we receive, we will therefore pursue one of the following options:
  - a. Offer the seven classes (21 credits) to a combined cohort of at least 18 students in Chatham, split between the M.Ed. in Educational Leadership and the M.Ed. in Curriculum and Instruction.
  - b. Offer the seven core courses (as above) in Chatham and to offer the remaining five courses if we have a cohort specific to the M.Ed. in Educational Leadership of a minimum of 15 students in that particular program.
  - c. Offer the seven core courses and three additional classes toward the M.Ed. in Curriculum and Instruction if we have a minimum of 15 students committed to that degree program.
  - d. Offer the full complement of courses for both the M.Ed. in Educational Leadership and the M.Ed. in Curriculum and Instruction if we have 15 committed students in each of the two respective programs.

The standard tuition rate for courses in 2009-10 will be \$1170. For these courses, we will be applying a reduction of \$300 per course. In addition, participants will be eligible for support from the Tobacco Commission (for persons in Southside Virginia in the amount of up to \$1875 per year). Consequently, for example, if an individual enrolls in three classes in a given year, the total tuition would be \$3510, reduced by a total of \$900, and with eligibility for up to \$1875 as a part-time graduate student leaving a projected tuition bill for the year of \$735. For four classes, the example would be a projected tuition bill for the year of \$1605. Any additional scholarship support for which an individual may be eligible (e.g. school division support) could be applied to tuition also.

We look forward to hearing from you concerning your interest in the proposed program. After June 15, we will provide further information about a proposed course schedule and confirm which of the four options above will be followed. We are optimistic about the program and look forward to hearing from you. Of course, if you have colleagues within your school or school division that are interested in the programs, we encourage you to forward this message and have them contact us as soon as possible expressing their interest and indicating which program they would like to pursue.

We look forward to hearing from you soon and to working with you this year!