

# MSEd in Higher Education Administration

- [For additional program information see the Marxe School of Public and International Affairs website](#)

The Masters of Science in Education, Higher Education Administration (MSEd-HEA) prepares students for leadership and supervisory positions in higher education institutions, as well as in advocacy organizations and research centers focused on post-secondary education. The curriculum covers key aspects of college administration, including governing institutions, organizing academic departments and offices, delivering student services, preparing and implementing budgets, managing collective bargaining, and conducting educational research. Contemporary topics are explored, such as online education, change management, and the globalization of higher education. In addition to SPA faculty, senior CUNY administrators teach in the program. Graduates pursue careers as executives, directors, coordinators, and analysts of programs and services.

A total of 36 credits are required for the degree if an internship is not needed. Students without at least one year of administrative work experience in higher education are required to complete a 3 credit internship for a total of 39 credits. There are 21 required credits and 15 elective credits.

Students have two options for completing the 15 elective requirements for the degree. They may complete a set of general higher education and public administration courses, or they may choose a specialization in institutional research and assessment. The specialization is for students looking for a solid grounding in research methods, statistics, learning assessment, and program evaluation. It is designed for those wanting to work in the growing field of university research and assessment as well as for those seeking to be intelligent users of research reports. Students must complete PAF 9170 in the required core if they opt for the specialization. The specialization requires two courses—PAF 9172 and PAF 9325—and the choice of three analytical courses.

Upon graduation, students within the Higher Education Administration (MSEd-HEA) degree program at Marxe are expected to obtain knowledge and demonstrate skills associated with the following Program Learning Goals approved by the faculty and fall under five Universal Competencies.

Note: These goals are taught at varied levels within the core courses and will be addressed in further detail throughout the program.

## **MSEd Degree Competencies & Program Learning Goals**

**Competency #1: Demonstrate a comprehensive understanding of higher education administration as a discipline.**

***Learning Goal A:*** Distinguish between the different types of academic institutions and understand the diverse organizations and units that function within.

***Learning Goal B:*** Demonstrate an understanding of policies and stakeholders within academic institutions.

***Learning Goal C:*** Articulate the processes related to the management of academic institutions.

***Learning Goal D:*** Articulate historical knowledge of higher education administration within the United States and its impact on the nation and abroad.

**Competency #2: Analyze, think critically, and problem solve within higher education.**

***Learning Goal A:*** Analyze and draw valid conclusions from social science research such as policy, applied, or evaluation research related to higher education.

***Learning Goal B:*** Apply social science or evaluation research findings to public policy questions and decision making situations within higher education.

**Competency #3: Communicate and interact effectively with a highly diverse set of constituencies within the field of higher education.**

***Learning Goal A:*** Produce oral presentations that articulate purpose, utilize evidence, and are tailored to an audience's level of experience and needs.

***Learning Goal B:*** Write documents that articulate purpose, utilize evidence, and are tailored to an audience's level of experience and needs.

***Learning Goal C:*** Demonstrate an understanding of the role of cultural competence in effective communication.

**Competency #4: Articulate a full awareness of the values cultivating a positive and effective higher education environment.**

***Learning Goal A:*** Demonstrate an understanding of varied and conflicting values that are part of the higher education landscape and their relationship to management or decision making.

**Competency #5: Demonstrate preparedness to lead and manage within the field of higher education.**

**Learning Goal A:** Articulate knowledge of higher education administration issues and demonstrate the ability to use appropriate information, communication, and pertinent values to make recommendations toward a solution.

<b>Required</b> (21 - 24 credits)		
PAF 9120	Public and Nonprofit Management I	3 credits
PAF 9308	Administrative Services in Colleges and Universities	3 credits
PAF 9317	Research for the Educational Administrator	3 credits
OR	OR	
PAF 9170	Research and Analysis I*	
PAF 9322	Internship in Higher Education Administration**	3 credits**
PAF 9330	Introduction to Higher Education Administration	3 credits
PAF 9336	Student Affairs in Higher Education	3 credits
PAF 9339	The Financing of Higher Education	3 credits
PAF 9390	Capstone Seminar in Higher Education Administration	3 credits
<b>Electives</b> (15 credits; select five)		
PAF 9302	Organizational Behavior in Colleges and Universities	3 credits
PAF 9318	Educational Policy	3 credits
PAF 9325	Institutional Research	3 credits
PAF 9332	Information Systems in Higher Education	3 credits
PAF 9333	Curriculum and Instruction in Higher Education	3 credits
PAF 9334	Collective Bargaining in Higher Education	3 credits
PAF 9335	The Community College	3 credits
PAF 9337	Issues in Urban Higher Education	3 credits
PAF 9338	Higher Education, Politics, and Public Policy	3 credits
PAF 9343	International Higher Education: Policies and Practices	3 credits
PAF 9344	Diversity in Higher Education	3 credits
PAF 9345	The Law of Higher Education	3 credits
PAF 9346	Student Development Theory and Practice	3 credits
PAF 9399	Selected Topics in Educational Administration	3 credits
<b>OR</b>		

**Requirements for the MEd in Higher Education Administration program with a Specialization in Institutional Research and Assessment*****Required Courses for the Specialization in Institutional Research and Assessment (6 credits)***

PAF 9172	Research and Analysis II	3 credits
PAF 9325	Institutional Research	3 credits

***Elective Courses for the Specialization in Institutional Research and Assessment (9 credits; select three)***

PAF 9130	Economic Analysis and Public Policy	3 credits
PAF 9140	Budgeting and Financial Analysis I	3 credits
PAF 9174	Program Evaluation	3 credits
PAF 9177	Advanced Quantitative Methods	3 credits
PAF 9180	Policy Analysis	3 credits
PAF 9318	Educational Policy	3 credits
PAF 9332	Information Systems in Higher Education	3 credits

\*PAF 9170 is required of students who select the Specialization in Institutional Research and Assessment

\*\*The internship is required of candidates who have less than one year's experience in an administrative position in higher education. A student with such experience may apply for a waiver of this requirement. The students experience will be evaluated by a graduate advisor before an internship waiver is granted. If the internship is required, it is done as field/site work and independent study with hours to be arranged for consultations with a faculty intern advisor.