EDAD 635 Educational Decision Making Syllabus Content

Fall 2026

1. Course Basics

EDAD 635: Educational Decision Making
Course Format: Online, Asynchronous

2. Instructor Information

Dr. Rachel Geesa
Department of Educational Leadership
Ball State University, Muncie, IN
rlgeesa@bsu.edu
765-285-2858
Office Hours: Flexible due to online, asynchronous course format

3. Course Information

Course Description

Designed for the student preparing to be a building level administrator. Designed to build on material of EDAD 600. Decision-making theory will serve as framework from which the student will be expected to use authentic scenarios and real data to investigate/analyze and decide future direction leading to school improvement. (From the Ball State course catalog: https://banner.bsu.edu/ssbprod/bwckctlg.p_disp_dyn_ctlg)

Prerequisites

EDAD 600: Introduction to Educational Leadership

Course Objectives

Successful instructional leaders rely on data-driven decision making to guide their school improvement efforts. This course will provide the student with authentic experiences as the student bases decisions upon data from their own organization, as well as quality research. Students will be introduced to decision making models, data collection, and use these decision making models as a framework for in-depth analysis of data. An introduction to case study research provides the underlying rationale for this research course. Additionally, students will explore survey development and implementation and conducting interviews and focus groups with school stakeholders.

Components of the knowledge base primarily emphasized:

Decision making	Experiential practice	Leadership teams
Professional knowledge	Human relations-oriented	School counselor/principal partnerships
School awareness	Technical proficiency	Professional development/learning
Future orientation	Administrative theory	Case study research

Course Modality/Structure

This course is an online, asynchronous graduate-level course. All course material is in Canvas, and all assignments will be submitted via Canvas. While there are no scheduled synchronous meetings, students should contact the instructor at any time for support and guidance. There are units, sessions, and assignments posted in Canvas. Please refer to the course calendar and Canvas site for specific information about the course layout and assignment due dates. See the VPAA's website to explore more information on writing student learning outcomes at https://www.bsu.edu/about/administrativeoffices/vice-provost/administrative-services/student-learning-outcomes#accordion_step1

4. Course Materials

American Psychological Association. (2019). *Publication manual of the American Psychological Association (7th ed.).*

Hoy, W. K., & Tarter, C. J. (2009). *Administrators solving the problems of practice: Decision-making concepts, cases, and consequences* (3rd ed.). Pearson Education, Inc.

Theoharis, G., & Scanlan, M. (2025). *Leadership for increasingly diverse schools (Educational leadership for equity and diversity)* (3rd ed.). Routledge.

All required course materials can be obtained through the Ball State First Day program. All students are automatically enrolled each semester. Please check your bsu.edu email for information about delivery of physical and digital materials. Students who wish to opt out during the **Fall 2026** semester must do so by **August 30, 2026**. Students who opt out are responsible for obtaining all required course materials on their own through the Ball State Bookstore or another retailer. If you opt out, your digital access will expire shortly after, and you will lose access to publisher-provided course content, online assignments, quizzes, and exams

5. Course Assignments and Assessments

Course Assignments

Table 1: Course Assignments

Unit	Assignment #	Assignment Type	Points
Intro	Intro	Meet and Greet via Zoom	5
1	Assignment 1	Discussion Board	5
1	Assignment 2	Case Study	5
1	Assignment 3	Audit In-Progress	15
2	Assignment 1	Case Study	10
2	Assignment 2	Audit In-Progress	15
3	Assignment 1	Discussion Board	5

3	Assignment 2	Case Study	5
3	Assignment 3	Audit In-Progress	15
4	Assignment 1	Decision Making Models	25
4	Assignment 2	Audit Discussion Board Video and Audio Recorded Presentation, Final Paper, & Rubric	50
4	Extra Credit	Completed Course Evaluation (Optional)	2
Total			**155**

Assignment details, including instructions, relevant readings, due dates, and grading criteria/rubrics will be posted and updated on Canvas. Please check Canvas regularly to stay informed and on track.

Course Grading Scale

Final course grades will be based on the following scale:

Table 2: Letter Grades

Letter Grade	Range
A	100% - 95%
A-	<95% - 90%
B+	<90% - 87%
B	<87% - 84%
B-	<84% - 80%
C+	<80% - 77%
C	<77% - 74%
C-	<74% - 70%
D+	<70% - 67%
D	<67% - 64%
D-	<64% - 60%
F	<60% - 0%

6. Required Policies and Statements

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Disability Statement

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office (https://www.bsu.edu/about/administrativeoffices/disability-services)coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Attendance

- Absences (not able to log in to Canvas) will be excused for the following: funeral and bereavement leave, jury duty, late course addition, military absences, observance of religious holidays, pregnancy leave, student-athletes participating in University- or department-approved activities, and university advisories.
- Students may encounter other circumstances (e.g. car accidents, job interviews) that result in course absences. Only faculty members can excuse these absences and adjustments are at the discretion of the instructor. Where possible, and with sufficient documentation, faculty should support student educational activities.
- In general, students are expected to notify their instructor once they anticipate being absent (not able to log in to Canvas) for any reason (e.g., funeral) or as soon as possible after the absence (not able to log in to Canvas) begins (e.g., unexpected injury or illness). The student may need to provide documentation (with confidential information redacted when appropriate) to each instructor if requested.

Students are expected to log on to Canvas, check their Ball State University e-mail account, and engage with course materials, discussions, and assignments with the courses (e.g., discussion board, submission of assignment) **at least three times** each week.

Important course announcements and updates will be posted on Canvas. All assignments will be submitted on Canvas by the due dates posted. Absences should be discussed with the instructor as soon as possible. Missed class discussions may result in loss of class participation scores or missed assessments. Any make-ups are at the discretion of the instructor and on presentation of a documented excuse satisfactory to the course instructor. No assignments will be accepted past the designated due date without documentation of extenuating circumstances.

Veterans and student service members with special circumstances or who are activated are encouraged to notify the instructor as soon as possible and are encouraged to provide Activation Orders.

7. University Policies and Statements

Freedom of Expression

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression (https://www.bsu.edu/about/freedom-of-expression/freedom-of-expression-statement), the resources on Ball State's Freedom of Expression webpage

(https://www.bsu.edu/about/freedom-of-expression/faculty-toolkit), and Ball State's Beneficence Pledge (https://www.bsu.edu/about/beneficence).

Title IX / Sex Discrimination

Ball State University is committed to maintaining an educational environment free from sex discrimination, including sexual harassment, sexual misconduct, dating and domestic violence, and stalking. Students who experience or witness conduct that may violate University policy are encouraged to seek support and assistance. The Title IX Office can provide information about reporting options, supportive measures, and available resources. Contact the Title IX Office at 765-285-1545 or titleix@bsu.edu.

Please Note: As your instructor, I am a mandatory reporter. If you disclose information to me about conduct that may constitute sex discrimination or sexual misconduct, I am required to notify the Title IX Coordinator. The Title IX Office will reach out to discuss available resources, supportive measures, and reporting options. If you wish to speak with someone confidentially, you may contact the Counseling Center or the Center for Survivor Support.

Pregnancy and Related Conditions

Ball State University provides reasonable modifications for students affected by pregnancy, childbirth, or related medical conditions. Students seeking academic, housing, or other modifications are encouraged to contact the Title IX Office as early as possible to discuss available options and support. For assistance, contact the Title IX Office at 765-285-1545 or titleix@bsu.edu.

University Grade Appeal Policy

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the University Grade Appeal Policy and Process (https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/grade-appeals)

Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/academic-integrity) (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy (https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/academic-integrity).

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the instructor (including devices, AI tools, hidden notes, and open books).
- Using a generative AI system or a person to complete academic assignments such as response papers, discussion posts, essays, or any other assignment when such use is not explicitly permitted by the assignment instructions or the instructor.
- Utilizing another person or a generative AI system to take a quiz, examination, or similar evaluation in place of oneself.
- Using a generative AI system for research, creative work, theses/dissertations, grant proposals, IRB-regulated work, or publication-bound work in violation of university AI policies, funder/publisher rules, IRB requirements, or discipline-specific standards.
- Presenting as one's own work the ideas, representations or words of another person or of a GenAI system without customary and proper acknowledgment of sources or of the AI tool(s) used.
- Using generative AI systems to analyze data, conduct research, or generate content that is included in an assignment (images, graphs, charts, tables, etc.) without proper documentation, citation, and attribution of this AI use.
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

No Generative AI Use (No GenAI use permitted for any coursework)

Generative AI (GenAI) refers a class of AI tools that can create text, images, audio, video, and other similar media from existing training datasets. This may include user-prompted tools or tools running autonomously (aka, "agentic AI"). Note that some AI tools are becoming embedded in platforms that students use to create their assignments (e.g., Grammarly, Microsoft Word, Excel, Adobe Acrobat, Canva, OneNote, and Evernote). The mere presence and use of AI-assisted features in such tools, such as grammar suggestions, predictive text, formatting help, or auto-completion, would not normally be considered GenAI.

All work produced and/or submitted in this course should reflect your own ideas and demonstrate your current knowledge, abilities, and skills. Therefore, GenAI should not be used to complete any portion of the assignment(s). Doing so constitutes a violation of Ball State University's Student Academic Ethics Policy at https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/academic-integrity

8. Course Expectations and Policies

Course Participation Expectations

- This course is designed with weekly activities, discussion, and other forms of regular collaboration and communication.
- It is recommended that you log into your Canvas course 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments and any other activities by the stated due dates.

Feedback Policy

- I will read every discussion post but I will not always personally comment on posts all posts
- I will grade your assignments and discussions no later than within 7 school days of submission due date.
- Contact me directly if you have questions or concerns about your performance in class.

Late Assignment Policy

- All assignments are due by 11:59 pm EST/EDT time on the due dates indicated.
- Assignments posted after the indicated due dates will be subject to deduction of 10% off the final grade for each day the assignment is late. For example, an assignment earning 90/100 submitted one calendar day late would receive 81/100 points.
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Begin assignments early, save and submit your work frequently, and submit before the deadline when possible. You should also have a back-up plan, such as using a campus or local library computer, borrowing a device, or identifying another reliable internet connection.
- Canvas will not accept assignments for grading after 11:59 pm EST/EDT on the final day of class.
- To meet the university's grade submission deadline, I cannot accept assignments for grading after 11:59 pm EST/EDT on the final day of class.

Assignment Submission Policy

- All assignments should be submitted as Word or PDF documents with extensions of .doc or .docx unless otherwise indicated in the assignment description.
- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module**.**

Grading Policy

- It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience.
- In the absence of mistakes, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades.

Engagement Expectations

To support a respectful and engaging academic community that encourages the free exchange of ideas and civil discourse, we will follow these ground rules:

- **Respect different perspectives.** Share your ideas and let others share theirs.
- **Challenge ideas, not people.** Disagree respectfully. No personal attacks or put-downs. Focus on exploring ideas critically and constructively.
- **Listen to understand.** Stay curious, ask questions to understand, and give others space to speak.
- **Assume good intentions.** Approach discussions with curiosity and compassion.
- **Keep it private.** What is shared in class stays in class. Do not share others' words or work without permission.
- **Be respectful.** Avoid hurtful language, stereotypes, or content that may demean others. Keep feedback constructive.

9. Course Schedule

To support a learning experience that is responsive to the needs, interests, and pace of our class community, the course schedule may shift over the semester. The most current version of the schedule will always be available on Canvas. I encourage you to check Canvas regularly for updates and contact me if you have any questions.

10. Subject to Change Statement

This syllabus is subject to change in the event of extenuating circumstances.