

# CENTRAL WASHINGTON UNIVERSITY

## PROFESSIONAL EDUCATION ADVISORY BOARD (PEAB) SCHOOL ADMINISTRATION PROGRAM

January 31, 2002

Meeting Minutes

ATTENDING: Dr. Jack McPherson, Dr. Alberta Thyfault, Dr. Leland Chapman, Dr. Gary Shelly, Mr. Paul Coppin, Dr. Sylvia Severn, Ms. Michele Wadeikis, Mrs. Evelyn Nelson, Mr. Greg Waddle, Dr. Kristine Brynildsen-Smith, Mrs. Crystal Weddington

GUESTS: Dr. David Shorr, Teacher Education Programs Department Chair

RECORDING: Crystal Weddington

1. Paul Coppin called the meeting to order at 9:00 AM.
2. Introductions were made by all.
3. Paul Coppin made one change to the October 3, 2001 meeting minutes. He did not add anything to the January 31, 2002 meeting agenda. Dr. McPherson, seconded by Dr. Shelly to approve the minutes with the one change, moved the minutes of the October 31, 2001 meeting. Motion passed unanimously.
4. The January 31, 2002 agenda was moved by Dr. Shelly, seconded by Dr. Thyfault to approve the agenda as presented. Motion passes unanimously.
5. **Good News:** Dr. McPherson gladly shared he paid off his Visa credit card, again! Paul Coppin thanked Dr. McPherson for generously donating furniture to an Ellensburg community teacher whose newly remodeled home burnt down. Dr. Severn is actively participating in the School Improvement Facilitator work. She has been through the education reviews and is now on to the planning stages. She finds the information and process an interesting one. Dr. Thyfault shared that on March 8, 2002, she will be representing Central Washington University at the ACRES (American Council on Rural Special Education) conference in Reno.
6. **TEP Chair's Report:** Dr. Shorr informed the board that the Teacher Education Programs department is working on filling two positions: an Early Childhood Education (ECE) position and a faculty position funded by Dr. Craig Hughes' grant. With the constant budget cuts, the Teacher Education Programs department is barely solvent. Dr. Shorr shared the progress the Administrator Certification Program has made with offering the Principal Certificate through the Lynnwood Center.

7. **PEAB Business/Informational:**
- a) 2001 – 2002 Interns: Dr. Chapman has a good group of interns. The majority of them are not 45-day grant people. Dr. Chapman says that half of his interns are currently working towards a Master's Degree, in addition to teaching and interning, therefore, making the interns very busy. When the school year started, Dr. Chapman had 10 interns. He now has nine due to one being deployed. That one intern, will hopefully be back late spring or summer and will continue with the internship. Dr. Shelly says his interns are doing okay, and that some interns are further along than others. Dr. Thyfault has three good candidates who are presenting at the February 8, 2002 Intern meeting.
  - b) Follow up "Not Approved" & "Contingency" acceptance: Dr. Thyfault told the board that she still has not heard from Mr. Cory McIntyre regarding his plans for gaining the Special Education and Multicultural experience needed for full admission to the Administrator Certification Program. She suggests we send him a letter stating that he has been denied, once again, admittance to the program due to his lack of response and/or activity. She also suggests that the board no longer review his file unless he reapplies, meeting the program requirements.
  - c) Fall Intern Meeting Evaluations: The board reviewed the comments on the evaluations of the meeting. The overall outcome of the Intern meeting was extremely positive.
  - d) Principal Preparation and Certification: The issue of funding for interns came up. Dr. Shelly asked the board what their views and thoughts were on the 30-day versus 45-day grant. Dr. Chapman pointed out that with the budget cuts the way they are, there was no guarantee that there would even be funding for the 45-day grant next year. Evelyn Nelson suggested either take the Superintendent grant funding out of the "pool" or allow the school to do what they want with the money, i.e. pay for the intern to be present in the summer when the contract negotiations were going on. The board was in favor of the 45-day grant for elementary level interns and a 30-day grant for secondary level interns. They felt that it was more difficult for the elementary level interns to get the hours they needed for the internship than it was for the secondary level interns. Dr. Severn expressed that experience, no matter what, is what is critical, regardless of the level. Discussion followed. A letter to OSPI, WASA, and WCEAP, on behalf of the PEAB committee, be written in support of more flexibility with the money from the grant was moved by Evelyn Nelson, seconded by Dr. Severn, motion passes unanimously. Dr. Brynildsen-Smith would like to add to the April 30, 2002 agenda to discuss internships at the private schools.
  - e) Alternative routes to teacher certification and implications for principals: Dr. McPherson attended a WCEAP meeting last week and informed the board about a debate going on regarding SB6477/HB2414 and whether a principal should or should not hold a teaching certificate without teaching experience. Dean Bowers stopped by and asked the board how they felt

about the bill and asked for suggestions on how to respond to an email message she had received earlier that morning. Dr. Chapman felt that if the bill passes, it is too much flexibility. Dr. Shelly felt that those people coming in without teaching experience is a shady area. Discussion followed. The board shared their thoughts with the Dean and insisted that teaching experience is a requirement for a principal.

8. **Other Business:**

- a. Educational Administration course matrix: Dr. Chapman presented the course matrix that showed how each Educational Administration course meets each of the 21 Domains. The board felt that EDAD 581 and 587 are basically the same course. The possibility of combining the two courses was discussed. The idea of creating a course that focused on Resource Development was discussed. Dr. Thyfault informed the board that EDSE 512 and 585 meet all of the 21 Domains since the NCATE visit.
- b. Brochure wording – successful/recent/subbing: Dr. Shelly briefed the board on the background of the Ellensburg and Lynnwood brochures. He informed the board about the cohort group at the Lynnwood center beginning this summer. Dr. Chapman pointed out that the old brochures state only one year of teaching is required to be admitted into the program. He suggested changing the wording to say “three years of successful teaching experience within the past five years”. Discussion followed. The motion to make the Administrator Certification Program admittance requirement three years of successful teaching experience within the past five years was moved by Dr. Shelly and seconded by Ms. Wadeikis.
- c. Criteria for recommendations for certificates: The board felt that if a student is going to be recommended for a Principal Certificate, they must have teaching experience.
- d. Sequence of Coursework: Drs. Chapman and Shelly expressed their concerns regarding taking specific Educational Administration courses in a sequence prior to interning. Evelyn Nelson suggested a subcommittee meet to discuss a sequence of coursework and bring a schedule to the board at the April 30, 2002 meeting. The idea of creating a new course that focused on Special Education for Administrators was discussed. Discussion followed. The motion to create a subcommittee made up of CWU faculty (Dr. Thyfault, Dr. Chapman, and Dean Bowers) and non-CWU faculty/administrators to discuss the sequence of coursework was moved by Evelyn Nelson and seconded by Dr. Thyfault. The motion passed unanimously.
- e. Cohort program and schedules (Lynnwood/Wenatchee): Dr. Chapman informed the board that the idea of offering a cohort program for the Initial Principal’s Certificate in Wenatchee would be a possibility for next year.

9. **Screening of Administrator Candidates:**

The following applicants were approved for full admission to the CWU Administrator Certification Program, winter quarter, 2002:

Suzanne Keil, Initial Secondary Principal (4-12)

Kari Martin, Initial Elementary Principal (P-9)

Jeff Nell, Initial Principal (P-12)

The following applicants were approved for conditional admission to the CWU Administrator Certification Program, winter quarter, 2002:

Rebecca Brockman, Initial Administrator/Special Education (P-12): needs references returned

Gordon Linse, Initial Administrator/Special Education (P-12): needs EDF 507 or more documentation of multicultural experience outside of special education

Catherine Nelson, Initial Principal (P-12): needs EDSE 512

Alicia Nosworthy, Initial Principal (P-12): needs EDSE 512

The following four applicants were not approved to the CWU Administrator Certification Program, winter quarter, 2002, but will be reconsidered at the April 30, 2002 meeting:

Jon Torrence, Initial Principal (P-12): needs references, EDSE 512 and EDF 507

Cory McIntyre who was approved on a contingency basis (April, 2001) was reviewed for the fourth time. He does not meet the criteria and has not agreed to the plan outlined for him by Dr. Thyfault. He was sent a letter informing him that his file will not be reviewed again.

Action taken for the following applicants from the October 3, 2001 meeting:

Margaret Mesaros, Initial Administrator/Special Education (P-12): status changed from “not approved” to full admission upon the receipt of transcripts on October 10, 2001.

Cindy Pratt, Initial Elementary Principal (P-9): status changed from “not approved” to conditional admittance based on the completion of EDF 507 and EDSE 512.

Keith Swanson, Initial Secondary Principal (4-12): status changed from “not approved” to conditional admittance based on the completion of EDF 507 and EDSE 512.

Amy Nelson, Initial Elementary Principal (P-9): withdrew from the program in October, 2001.

10. **Suggested Meeting Dates for 2001 – 2002:** Mr. Coppin presented the meeting dates for the 2001-2002 year. All agreed.
  - a. October 3, 2001
  - b. January 31, 2002
  - c. April 30, 2002
  - d. June 28, 2002
11. **Next Meeting:** Tuesday, April 30, 2002
12. The meeting was adjourned at 1:10 PM.